

# Kentucky Career Profiles



Office of  
Employment and Training



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# **KENTUCKY CAREER PROFILES**

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Education Cabinet

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Department for Workforce Investment

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## **A LABOR MARKET INFORMATION PUBLICATION BY: Research and Statistics Branch**

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<http://www.workforcekentucky.ky.gov>

<http://www.oet.ky.gov/>

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## INTRODUCTION

Would you like information about job opportunities in the state of Kentucky? Wondering about wages, advancement opportunities, skills, knowledge or education requirements for a particular occupation? Then the ***Kentucky Career Profiles*** are for you.

These profiles were created for job seekers like you. They present career and labor market information in an easy-to-use format to assist counselors, students and others during the career decision-making process.

The ***Kentucky Career Profiles*** provide information for over 150 occupations. For the benefit of the reader some appear separately, while others have been grouped together based upon their similarities. The profiles do not include information on every occupation; however, they are expected to account for over 75 percent of all job openings in the state through 2012. Please refer to the ***Kentucky Occupational Outlook to 2012*** publication for unlisted occupations.

Whatever your career interests, you will find these profiles extremely helpful. Each one contains detailed information such as the key skills and abilities required for the job, the typical tasks and working conditions involved, and even the areas or locations that employ the majority of the workers in your chosen profession. This valuable information will enhance your knowledge of the characteristics necessary to be successful in the occupation of your choice.

You might want to compare various occupations to assist you in choosing the best vocation to utilize your skills. These profiles will allow you to compare and contrast professions. You will learn which jobs are growing or declining and which offer limited advancement opportunities.

In addition to descriptions and details of each occupation, these profiles also provide Kentucky labor market statistics. Each occupation profile will update you on both current and projected statewide employment figures, the number of annual job openings, the median annual and hourly earnings, the midrange annual earnings, and the distribution of employment by percentage throughout the state.

Each profile is brief, informative, easy to locate and only a page in length. These profiles can stand alone as a resource or be combined with additional publications, such as those listed at the end of this introduction.

This information, along with additional career and labor market workforce information, is also available online at the following Internet address:

[www.workforcekentucky.ky.gov](http://www.workforcekentucky.ky.gov)

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## KENTUCKY INFORMATION, SOURCES, AND EXPLANATIONS

This publication is a product of the Research and Statistics Branch of the Kentucky Office of Employment and Training and exhibits the efforts of the Labor Market Information section under the direction of Lelia Todd, with contributions by Patricia Dobbins, Betty Aitken, and Carlos Cracraft. Special thanks are extended to Barbara Tipton, Lydia Johnson, Judy Rose, Janie Washburn, and Rita Harlow of the Occupational Employment Statistics (OES) unit for their research and collection of data.

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Recognition should be given to the Occupation Information Network (O\*NET) for the worker characteristics and the work requirements of the occupations that appear in the Kentucky Career Profiles. A more extensive listing of the worker characteristics and work requirements can be obtained by visiting O\*NET at [www.onetcenter.org](http://www.onetcenter.org). The O\*NET database takes the place of the Dictionary of Occupational Titles (DOT) as the nation's primary source of occupational information.

The **Occupational Outlook** series provides the most recent statistics available on employment outlooks in specific areas within the state. These statistics are listed by specific occupations, projected employment and the annual average job openings.

### Occupational Outlook Series

Kentucky (Statewide)	Kentucky River
Barren River	Lake Cumberland
Big Sandy	Lincoln Trail
Bluegrass	Louisville
Buffalo Trace and Gateway	Northern Kentucky
Cumberland Valley	Pennyrile
FIVCO	Purchase
Green River	

The **Council on Postsecondary Education (CPE)** ([www.cpe.ky.gov](http://www.cpe.ky.gov)) coordinates change and improvement of postsecondary education in Kentucky, as directed by the Postsecondary Education Improvement Act of 1997. It is also responsible for general planning and oversight of Kentucky's system of public postsecondary education: eight universities, the Kentucky Community and Technical College system and the Kentucky Virtual University.

The **Kentucky Higher Education Assistance Authority (KHEAA)** ([www.kheaa.com](http://www.kheaa.com)) is a public corporation that strives to improve students' access to higher education. KHEAA administers several financial aid programs and disseminates information about higher education opportunities. If you have selected an institution of higher learning, this site should help you learn about ways to pay for it.

The **Kentucky Community and Technical College System (KCTCS)** ([www.kctcs.edu](http://www.kctcs.edu)) comprises 16 colleges with over 65 campuses and other locations open or under construction. KCTCS colleges change lives by providing accessible and affordable education and training through academic and technical associate degrees; diploma and certificate programs in occupational fields; pre-baccalaureate education; adult, continuing and developmental education; customized training for business and industry; and distance learning.

### NATIONAL INFORMATION LINKS

The **Occupational Information Network (O\*NET)** ([www.onetcenter.org](http://www.onetcenter.org)) makes occupational information interactive and accessible for all. The O\*NET database and related products help millions of employers, workers, educators, and students make informed decisions about education, training, career choices, and work. The O\*NET Project is administered and sponsored by the US Department of Labor's

Employment and Training Administration. The Occupational Information Network (O\*NET) and O\*NET OnLine were developed for the US Department of Labor by the National O\*NET Consortium. For more information, please visit the [O\\*NET Consortium Website](http://www.onetcenter.org).

**America's Job Bank** ([www.ajb.dni.us](http://www.ajb.dni.us)) is the largest and most frequently visited job bank in cyberspace. Thousands of job seekers view hundreds of thousands of job vacancies daily. America's Job Bank is a free computerized service of the United States Department of Labor Employment and Training Administration, which links over 2,000 state employment service offices. The job openings represent all types of job classifications. It features an electronic résumé system for job seekers to market their qualifications by entering their résumés into this national network.

**America's Career InfoNet** ([www.acinet.org](http://www.acinet.org)) is a site to visit before making important career decisions. You can access wages and employment trends, occupational requirements, state by state labor market conditions, millions of employer contacts nationwide, and the most extensive career resource library online.

The **Occupational Outlook Handbook** ([www.bls.gov/oco/](http://www.bls.gov/oco/)) is a nationally recognized source of career information, designed to provide valuable assistance to individuals making decisions about their future work lives. Revised every two years, the *Handbook* describes what workers do on the job, working conditions, the training and education needed, earnings, and expected job prospects in a wide range of occupations. Making informed career decisions requires reliable information about opportunities in the future. Opportunities result from the relationships between the population, labor force and the demand for goods and services.

The **US Department of Labor** ([www.dol.gov](http://www.dol.gov)) has the primary mission of finding work for job seekers. Nearly all government employment sites are accessible from this all-inclusive site.

The **Integrated Postsecondary Education Data System (IPEDS)** (<http://nces.ed.gov/ipeds/>), established as the core postsecondary education data collection program for the National Center for Education Statistics (NCES), is a system of surveys designed to collect data from all primary providers of postsecondary education. **IPEDS COOL** (<http://nces.ed.gov/ipeds/cool/>) presents data on institution prices, financial aid, enrollment, and type of programs that are offered by the institution. It is designed to help college students, future students and their parents understand the differences between colleges and how much it costs to attend college.

**JOB DESCRIPTION**

Coordinate the operations of public & private sector organizations. Formulate policies, manage daily operations, & plan the use of materials & human resources. Includes owners & managers who head small business establishments whose duties are primarily managerial.

**EDUCATION**

Bachelor's degree & higher plus experience; varies depending on industry or field.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Convey information effectively; communicate effectively in writing as appropriate for the needs of an audience; active listening; adjust actions in relation to others' actions; use logic & reasoning to identify the strengths & weaknesses of alternative solutions or approaches to problems.

**ABILITIES**

Oral & written comprehension & expression; ability to combine pieces of information to form general rules or conclusions; speech clarity.

**KNOWLEDGE**

Know business & management principles; understand English language; know law & government; know education & training methods; know economics & accounting; know personnel & human resources.

**TASKS**

Interview, hire & train new employees, or oversee those processes. Coordinate organization's financial activities. Establish & implement departmental policies, goals, objectives, & procedures. Manage staff, preparing work schedules & assigning specific duties. Direct activities such as sales promotions. Determine goods & services to be sold.

**WORK ACTIVITIES**

Analyze financial data & management reports or records; apply conflict resolution techniques, customer service techniques, & interviewing skills; assign work to staff or employees; conduct or attend staff meetings; develop budgets; coordinate staff activities; evaluate performance of employees; explain rules, policies or regulations; implement staff policies.

**WORK CONTEXT**

Must have highly developed personal skills. Must be able to quickly assess large amounts of information & data. Must be able to communicate clearly & persuasively. Other qualities include leadership, self-confidence, motivation, decisiveness, flexibility, & determination.

**ADVANCEMENT OPPORTUNITIES**

Might encourage advancement by becoming familiar with the latest developments in management techniques at national or local training programs or executive development programs.

**WORKING CONDITIONS**

Work indoors, often in comfortable, spacious offices. May travel often. Likely to work full week in addition to some evenings & weekends. Possibility of transfers for private sector executives.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
30,874	35,351

Fast growth to 2012. Around 1,121 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$32.80	\$68,200	\$45,700 - \$105,000
Kentucky	\$26.65	\$55,400	\$39,100 - \$78,900

**LOCATION**

One quarter of job openings in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a wide variety of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Administrative services managers; education administrators; financial managers; food service managers; advertising, marketing, promotions, public relations, & sales managers.

**JOB DESCRIPTION**

Direct the distribution or movement of a product or service to customers. Coordinate sales distribution by establishing sales territories, quotas, & goals. Analyze sales statistics to determine sales potential & inventory requirements & monitor the preferences of customers.

**EDUCATION**

Bachelor's degree & higher plus experience.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Speaking effectively; active listening; being aware of others' reactions & understanding why they react as they do; time management; mathematics; monitoring yourself & others; active learning.

**ABILITIES**

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; ability to come up with ideas; written expression; speech clarity; visualization; inductive & deductive reason.

**KNOWLEDGE**

Know sales & marketing; know business & management principles; know mathematics; know computers & electronics; understand English language; know customer service.

**TASKS**

Resolve customer complaints regarding sales & service. Monitor customer preferences. Direct & coordinate activities involving sales. Determine price schedules & discount rates. Review operational records & reports to project sales & determine profitability. Coordinate & review activities in sales. Consult with department heads. Prepare budgets & approve budget expenditures. Represent company at trade meetings.

**WORK ACTIVITIES**

Communicate with persons outside organization; make decisions & solve problems; communicate with supervisors, peers, or subordinates & with persons outside organization; maintain interpersonal relationships; stay knowledgeable; obtain information.

**WORK CONTEXT**

Work indoors. Converse via telephone & email often. Important to maintain contacts. Freedom to make frequent decisions. Will often coordinate & lead others in a team environment.

**ADVANCEMENT OPPORTUNITIES**

Experience, ability, & leadership are emphasized for promotion, but advancement can be accelerated through participation in management training programs & through additional education at in-house or local colleges & universities.

**WORKING CONDITIONS**

Work in offices close to those of top managers. Long hours, including evenings & weekends, are common. Substantial travel may be involved. Job transfers between headquarters & regional offices are common.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,703	4,606

Very fast growth to 2012. Around 177 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$36.08	\$75,000	\$51,400 - \$107,800
Kentucky	\$29.54	\$61,400	\$44,700 - \$88,600

**LOCATION**

Two fifths of job openings in Louisville area; one fifth in Bluegrass area; nearly one fifth in Northern Kentucky; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Sales management occupations occur in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Advertising, Marketing, Promotions, & Public Relations Managers.

**RELATED OCCUPATIONS**

Actors, producers, & directors; artists & related workers; demonstrators, product promoters, & models; market & survey researchers; public relations specialists; sales representatives, wholesale & manufacturing; & writers & editors.

**JOB DESCRIPTION**

Coordinate supportive services of an organization, such as record keeping, mail distribution & other office support services. May oversee facilities planning & maintenance & custodial operations.

**EDUCATION**

Bachelor's degree & higher plus experience.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Speaking effectively; active listening; being aware of others' reactions & understanding why they react as they do; instruction; time management; reading comprehension; active listening; active learning; writing.

**ABILITIES**

Oral expression & comprehension; speech clarity; ability to read & understand information & ideas presented in writing; ability to come up with ideas; written expression; inductive reasoning; ability to tell when something is wrong or is likely to go wrong.

**KNOWLEDGE**

Know business & management principles; know administrative & clerical procedures; know personnel & human resources procedures; understand English language; know customer service.

**TASKS**

Acquire, distribute & store supplies. Analyze internal processes & implement policy changes to improve operations. Conduct classes to teach procedures to staff. Coordinate the supportive services department. Dispose of surplus or unclaimed property. Hire & terminate clerical & administrative personnel. Manage leasing of facility space. Oversee construction, repair, & maintenance within facility. Participate in architectural & engineering planning & design. Plan budgets for contracts. Prepare & review operational reports & schedules to ensure accuracy & efficiency. Set goals & deadlines for the department.

**WORK ACTIVITIES**

Communicate with persons outside organization; make decisions & solve problems; communicate with supervisors, peers, or subordinates & with persons outside organization; organize, plan, & prioritize work; obtain information.

**WORK CONTEXT**

Work indoors. Converse via telephone & email often. Frequently necessary to have face-to-face discussions. Freedom to make frequent decisions. Will often coordinate & lead others in a team environment.

**ADVANCEMENT OPPORTUNITIES**

Move to other management positions or to a larger organization. Certified Administrative Manager (CAM) designation offered by the Institute of Certified Professional Managers can increase advancement potential. Earning a Master's Degree will also aid promotion.

**WORKING CONDITIONS**

Work in offices close to those of top managers. Long hours, including evenings & weekends, are common. Substantial travel may be involved. Job transfers between headquarters & regional offices are common.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,669	3,035

Average growth to 2012. Around 96 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$25.24	\$52,500	\$36,200 - \$74,600
Kentucky	\$20.78	\$43,200	\$31,100 - \$62,000

**LOCATION**

One quarter of job openings in Louisville area; one fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Administrative services managers are represented in many industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Office & administrative support worker supervisors & managers; cost estimators; property, real estate, & community association managers; purchasing managers, buyers, & purchasing agents; & top executives.



**JOB DESCRIPTION**

Coordinate activities in such fields as electronic data processing, information systems, systems analysis, & computer programming.

**EDUCATION**

Bachelor's degree & higher plus experience.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Speaking effectively; active listening; adjusting actions to actions of others; writing; being aware of the actions of others & understanding why they react as they do; reading comprehension; active listening; active learning; management of personnel; operations analysis.

**ABILITIES**

Oral expression & comprehension; speech clarity; ability to read & understand information & ideas presented in writing; written expression; inductive & deductive reasoning; mathematical reasoning & facility.

**KNOWLEDGE**

Know business & management principles; know administrative & clerical procedures; know personnel & human resources procedures; understand English language; know customer service; know psychology & mathematics; know computers & electronics; know economics & accounting principles.

**TASKS**

Assign & review the work of systems analysts, programmers, & others. Consult with users, management, vendors, & technicians to assess needs & system requirements. Develop computer information resources. Evaluate data processing proposals. Direct daily operations of department. Evaluate technology use & needs & recommend improvements. Develop & interpret organizational goals, policies, & procedures. Manage backup, security & user help systems.

**WORK ACTIVITIES**

Direct subordinates; make decisions & solve problems; maintain interpersonal relationships; coordinate work & activities of others; keep knowledge up to date; obtain information.

**WORK CONTEXT**

Work indoors, mostly sitting in front of a computer. Important to be accurate. Crucial to maintain contact with others. Will often coordinate & lead others in a team environment.

**ADVANCEMENT OPPORTUNITIES**

Possible to become managers in non-technical areas such as marketing, human resources, or sales.

**WORKING CONDITIONS**

Work forty hours a week in an office environment. Overtime is common when system malfunctions & errors occur. Substantial travel may be involved, depending on the size of the network in geographic terms.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,779	3,529

Very fast growth to 2012. Around 141 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$40.98	\$85,200	\$64,100 - \$109,900
Kentucky	\$34.10	\$70,900	\$54,400 - \$89,600

**LOCATION**

Over one third of job openings in Louisville area; one quarter in Bluegrass area; 15 percent in Northern Kentucky; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Computer & information systems managers occur in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Computer programmers; computer software engineers; computer systems analysts, database administrators, & computer scientists; & computer support specialists & systems administrators.

**JOB DESCRIPTION**

Coordinate the financial activities of an organization or a branch or department within that organization.

**EDUCATION**

Bachelor's degree & higher plus experience.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Critical thinking; active listening; systems analysis & evaluation; writing; complex problem solving; reading comprehension; mathematics; judgment & decision making; management of financial resources.

**ABILITIES**

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; written & oral expression; deductive reasoning; mathematical reasoning & facility.

**KNOWLEDGE**

Know business & management principles; know law & government; know personnel & human resources procedures; understand English language; know mathematics; know economics & accounting principles.

**TASKS**

Coordinate the financial planning of all or part of an organization. Develop internal control policies, guidelines, & procedures for activities. Prepare & direct preparation of all financial reports required by regulatory agencies. Advise management on short-term & long-term financial objectives. Analyze financial details of past, present, & expected operations in order to make improvements. Evaluate needs for procurement of funds. Maintain current knowledge of organizational policies & procedures. Supervise financial reporting & budgeting duties.

**WORK ACTIVITIES**

Analyze data or information; communicate with superiors, subordinates, & peers; obtain information; make decisions & solve problems; document & record information; estimate quantifiable characteristics of products, events, & information; provide consultation to others.

**WORK CONTEXT**

Work indoors in comfortable offices. Accuracy is imperative. Must maintain contact with others & coordinate & lead others within a group.

**ADVANCEMENT OPPORTUNITIES**

Branch or department financial managers may ascend to top positions in the organization. Those with extensive experience & access to sufficient capital may start their own consulting firms.

**WORKING CONDITIONS**

Direct access to state-of-the-art computer services & information systems. Work extensive hours, often totaling up to 50 to 60 per week. Occasional travel to subsidiary firms or to meet customers.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

2004	2012
7,480	8,614

Moderately fast growth to 2012. Around 245 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$35.26	\$73,300	\$52,500 - \$100,700
Kentucky	\$27.42	\$57,000	\$40,200 - \$79,200

**LOCATION**

Two fifths of job openings in Louisville area; one fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Treasurers, controllers, & chief financial officers; financial managers, branch or department.

**RELATED OCCUPATIONS**

Accountants & auditors; budget analysts; financial analysts & personal financial advisors; insurance underwriters; loan counselors & officers; securities, commodities, & financial services sales agents; & real estate brokers & sales agents.

**JOB DESCRIPTION**

Coordinate transportation, storage, or distribution activities in accordance with governmental policies & regulations.

**EDUCATION**

Work experience in a related occupation; Certified Compost Operator license.

**LOCATION OF TRAINING & EDUCATION**

See *Related Occupations*. Licensing is available through the Division of Waste Management.

**SKILLS**

Critical thinking; active listening; systems analysis & evaluation; writing; complex problem solving; reading comprehension; mathematics; judgment & decision making; management of financial resources.

**ABILITIES**

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; written & oral expression; deductive reasoning; mathematical reasoning & facility.

**KNOWLEDGE**

Know business & management principles; know law & government; know personnel & human resources procedures; understand English language; know mathematics; know economics & accounting principles.

**TASKS**

Analyze expenditures in order to develop budgets for increasing profits & improving services. Collaborate with managers & staff members in order to implement policies, procedures, goals, & objectives. Direct activities related to dispatching, routing, & tracking transportation vehicles. Coordinate activities of operations department in order to obtain use of equipment, facilities, & human resources. Direct procurement processes. Monitor operations to ensure safety & regulatory guidelines are met. Negotiate & authorize contracts with suppliers. Organize & manage the work of subordinate staff.

**WORK ACTIVITIES**

Communicate with supervisors, peers, or subordinates; coordinate the work & activities of others; estimate the quantifiable characteristics of products, events, or information; scheduling; guide & direct subordinates.

**WORK CONTEXT**

Work indoors. Accuracy is key & errors come with consequence. Must lead others within a group. Responsible for the safety of others.

**ADVANCEMENT OPPORTUNITIES**

Depend on the size & nature of the organization & an individual's performance & qualifications.

**WORKING CONDITIONS**

Full workweek with occasional overtime to meet deadlines. May spend time standing or walking, depending on facility. Sometimes required to resolve conflicts.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,812	2,154

Moderately fast growth to 2012. Around 77 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$28.68	\$59,700	\$45,300 - \$78,600
Kentucky	\$25.54	\$53,100	\$40,900 - \$68,500

**LOCATION**

Around a third of all job openings in Louisville area; nearly one fifth in both Bluegrass & Northern Kentucky areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 17 percent are couriers; remainder in a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Logistics managers; transportation managers; storage & distribution managers.

**RELATED OCCUPATIONS**

Industrial production managers; purchasing; transportation managers; management analysts; public transportation inspectors.

**JOB DESCRIPTION**

Coordinate activities related to the construction & maintenance of structures, facilities, & systems. Participate in the conceptual development of a construction project & oversee its implementation.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Critical thinking; active learning; management of personnel resources; adjusting actions in relation to actions of others; reading comprehension; mathematics; judgment & decision making; time management.

**ABILITIES**

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; written expression; ability to tell when something is wrong or is likely to go wrong.

**KNOWLEDGE**

Know business & management principles; know building & construction; know personnel & human resources procedures; understand English language; know mathematics; know public safety & security.

**TASKS**

Confer with supervisors, owners, contractors, & design professionals to discuss matters such as work procedures, complaints, & construction problems. Determine labor requirements & dispatch workers to construction sites. Direct & supervise workers. Interpret & explain plans & contract terms to staff & clients. Plan, organize, & direct activities concerned with the construction & maintenance. Maintain budget & financial plans. Schedule projects. Oversee workers who complete specific pieces of the project. Study job specifications to determine appropriate methods. Develop & implement quality control programs.

**WORK ACTIVITIES**

Communicate with supervisors, peers, or subordinates; coordinate the work & activities of others; inspect equipment, structures & material; make decisions & solve problems; guide & direct subordinates; monitor processes, material & surroundings.

**WORK CONTEXT**

Work mostly indoors, but sometimes outdoors in the elements. Requires protective gear at times. Uncomfortable noise levels are possible.

**ADVANCEMENT OPPORTUNITIES**

Vary depending upon an individual's performance & the size & type of company for which they work. Can become an independent consultant.

**WORKING CONDITIONS**

Full workweek with occasional overtime & possible "on call" status in the event of delays or problems. Work from a main office or a field office located onsite. Often required to survey a job site on foot.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,415	5,625

Very fast growth to 2012. Around 226 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$30.53	\$63,500	\$48,700 – 84,100
Kentucky	\$26.73	\$55,600	\$42,800 – 72,300

**LOCATION**

About 30 percent of job openings in Louisville area; about one fifth in both Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 44 percent of construction managers are self-employed; the rest are spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Architects, except landscape & naval; civil engineers; cost estimators; landscape architects; & engineering & natural sciences managers.

**JOB DESCRIPTION**

Plan, direct, or coordinate the academic, clerical, or auxiliary activities of public or private elementary or secondary level schools.

**EDUCATION**

Bachelor's or higher degree, plus work experience.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Coordination; speaking; reading comprehension; social perceptiveness; writing.

**ABILITIES**

Oral & written expression & comprehension; speech clarity.

**KNOWLEDGE**

Know education & training; know business & management principles; understand English language; know personnel & human resources; know sales & marketing.

**TASKS**

Coordinate activities of staff at schools, public agencies, & institutions. Evaluate curricula, teaching methods, & programs to determine their effectiveness, efficiency, & utilization, & to ensure that school activities comply with federal, state, & local regulations. Collaborate with teachers to develop & maintain curriculum standards, develop mission statements, & set performance goals & objectives. Determine allocations of funds & authorize purchases. Determine the scope of educational program offerings, & prepare drafts of course schedules & descriptions in order to estimate staffing & facility requirements. Plan & develop instructional methods & content for educational, vocational, or student activity programs. Prepare, maintain, or oversee the preparation/maintenance of attendance, activity, planning, or personnel reports & records. Prepare & submit budget requests & recommendations. Observe teaching methods & learning materials in order to evaluate & standardize curricula & teaching techniques.

**WORK ACTIVITIES**

Communicate with supervisors, peers, or subordinates; coordinate the work & activities of others; obtain information; train & teach others; provide consultation to others.

**WORK CONTEXT**

Work indoors. Maintain contact with others. Coordinate & lead others. Important to be accurate. Responsible for outcomes & results. Frequent conflict situations.

**ADVANCEMENT OPPORTUNITIES**

Promotion to more responsible administrative positions or transfer to more responsible positions at larger school systems. May become superintendents or presidents of educational institutions.

**WORKING CONDITIONS**

Work more than forty hours a week, often attending activities on nights & weekends. Work can be both rewarding & frustrating. May be demanding due to State & Federal education guidelines.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,784	3,429

Moderately fast growth to 2012. Around 146 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$71,500	\$58,800 – 87,500
Kentucky	-	\$58,300	\$50,800 – 68,100

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Nearly all work in elementary & secondary schools.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Administrative services managers; office & administrative support worker supervisors & managers; archivists, curators, & museum technicians; counselors; librarians; instructional coordinators; teachers—preschool, kindergarten, elementary, middle, & secondary; & teachers—postsecondary.

## JOB DESCRIPTION

Plan, direct, or coordinate activities in such fields as architecture & engineering or research & development. Exclude "Natural Sciences Managers".

## EDUCATION

Bachelor's degree or higher plus work experience.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Coordination; operations analysis; reading comprehension; management of material resources; science; speaking; judgment & decision making; critical thinking.

## ABILITIES

Oral & written comprehension & expression; deductive reasoning.

## KNOWLEDGE

Know engineering & technology; know administration & management; know design; know physics; know mathematics.

## TASKS

Analyze technology, resource needs, & market demand, to plan & assess the feasibility of projects. Confer with management, production, & marketing staff to discuss project specifications & procedures. Coordinate & direct projects, making detailed plans to accomplish goals & directing the integration of technical activities. Direct, review, & approve product design & changes. Prepare budgets, bids, & contracts, & direct the negotiation of research contracts. Set scientific & technical goals within broad outlines provided by top management. Confer with & report to officials & the public to provide information & solicit support for projects. Consult or negotiate with clients to prepare project specifications. Develop & implement policies, standards & procedures for the engineering & technical work performed in the department, service, laboratory or firm. Perform administrative functions such as reviewing & writing reports, approving expenditures, enforcing rules, & making decisions about the purchase of materials or services.

## WORK ACTIVITIES

Obtain information; guide, direct, & motivate subordinates; coordinate the work & activities of others; organize, plan, & prioritize work; provide advice to others.

## WORK CONTEXT

Work indoors. Must interact with others, including external customers. Spend a good amount of time standing & walking/running. Coordinate or lead others.

## ADVANCEMENT OPPORTUNITIES

Advancement usually comes in the form of greater responsibility & higher pay.

## WORKING CONDITIONS

Work a standard workweek with a high probability of weekend or evening work. Must be able to resolve conflict situations & work under the pressures of deadlines.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,080	2,260

Slow growth to 2012. Around 64 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$43.71	\$90,900	\$72,500 – 114,000
Kentucky	\$37.43	\$77,900	\$64,000 – 93,400

## LOCATION

Over two fifths of all job openings in Bluegrass area; around a fifth in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Spread across a large number of industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Aerospace engineers; marine engineers; electrical drafters; petroleum engineers; marine architects; mining & geological engineers, including mining safety engineers; nuclear engineers; civil engineers; industrial safety & health engineers.



**JOB DESCRIPTION**

Plan, direct, or coordinate activities of an organization or department that serves food & beverages.

**EDUCATION**

Work experience in a related occupation.

**LOCATION OF TRAINING & EDUCATION**

See *Related Occupations*.

**SKILLS**

Critical thinking; management of material & financial resources; management of personnel resources; adjusting actions in relation to actions of others; service orientation; mathematics; judgment & decision making; time management.

**ABILITIES**

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; deductive reasoning; mathematical reasoning & facility; speech clarity.

**KNOWLEDGE**

Know business & management principles; know customer service; know personnel & human resources procedures; understand English language; know mathematics; know law & government; know economics & accounting; know public safety & security.

**TASKS**

Monitor compliance with health & fire regulations regarding food preparation & serving, & building maintenance in lodging & dining facilities. Plan menus & food utilization based on different variables. Direct worker training programs, resolve personnel problems, hire new staff, & evaluate employee performance in dining & lodging facilities. Estimate product consumption in order to prepare inventory. Monitor food preparation methods & sizes. Monitor budgets & payroll records. Investigate & resolve complaints. Review menus & assign prices to menu items.

**WORK ACTIVITIES**

Communicate with supervisors, peers, or subordinates; monitor & control resources; identify objects, actions, & events; guide & direct subordinates; monitor processes, material & surroundings.

**WORK CONTEXT**

Work indoors. Must interact with others, including external customers. Spend a good amount of time standing & walking/running. Responsible for the health & safety of others.

**ADVANCEMENT OPPORTUNITIES**

The Foodservice Management Professional certification (FMP) awarded by the National Restaurant Association may aid in advancement.

**WORKING CONDITIONS**

Full workweek with plenty of overtime. Usually open & close the establishment. Must be able to deal with irate customers & uncooperative employees. Potential for minor kitchen injuries like burns.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
6,792	8,424

Very fast growth to 2012. Around 308 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$17.21	\$35,800	\$27,900 – 47,100
Kentucky	\$14.68	\$30,500	\$23,900 – 39,700

**LOCATION**

Nearly one quarter of job openings in both Louisville & Bluegrass areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Food service & drinking places employ about 56 percent of food service managers; about 32 percent are self-employed; rest occur in a variety of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Lodging managers; sales worker supervisors; first-line supervisors or managers of food preparation & serving workers.

**JOB DESCRIPTION**

Coordinate medicine & health services in hospitals, clinics, managed care organizations, public health agencies, or similar organizations.

**EDUCATION**

Bachelor's degree & higher plus experience.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Critical thinking; active learning; monitoring; actively looking for ways to help people; service orientation; writing; judgment & decision making; time management; speaking effectively; reading comprehension.

**ABILITIES**

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; ability to tell when something is wrong or is likely to go wrong; inductive & deductive reasoning; written expression; speech clarity & recognition.

**KNOWLEDGE**

Know business & management principles; know customer service; know personnel & human resources procedures; understand English language; know medicine & dentistry; know law & government; know education & training; know public safety & security; know computers. & electronics; know therapy & counseling.

**TASKS**

Direct, supervise, establish objectives, & evaluate work activities of medical personnel. Recruit & hire staff. Develop & maintain computerized record management systems to store & process data & to produce reports. Implement organizational policies & procedures for the facility or medical unit. Conduct & administer fiscal operations. Establish work schedules & assignments for staff. Maintain communication between governing boards, medical staff, & department heads. Monitor & ensure effective use of resources. Maintain awareness of advances in medicine.

**WORK ACTIVITIES**

Communicate with supervisors, peers, or subordinates; make decisions & solve problems; coordinate the work & activities of others; monitor processes, material & surroundings.

**WORK CONTEXT**

Work indoors. Must interact with others, including external customers. Must lead others in a group environment. Often impacted by important decisions.

**ADVANCEMENT OPPORTUNITIES**

Advance by moving into more responsible & higher paying positions or by moving to larger facilities.

**WORKING CONDITIONS**

Work long hours. Often on call. Work in comfortable offices, sometimes private & sometimes shared. Spend a good deal of time walking.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,870	4,589

Moderately fast growth to 2012. Around 162 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$29.50	\$61,400	\$47,900 – 80,100
Kentucky	\$27.27	\$56,700	\$46,300 – 70,800

**LOCATION**

Nearly one quarter of job openings in both Louisville & Bluegrass areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Hospitals employ about 37 percent of medical & health services managers; the rest are spread across several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Insurance underwriters; social & community service managers.

**JOB DESCRIPTION**

Coordinate selling, buying, leasing, or governance activities of commercial, industrial, or residential real estate properties.

**EDUCATION**

Bachelor's degree & higher.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Critical thinking; active listening; management of personnel; service orientation; writing; judgment & decision making; mathematics; speaking effectively; management of financial resources; reading comprehension.

**ABILITIES**

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; ability to tell when something is wrong or is likely to go wrong; inductive & deductive reasoning; written expression; speech clarity & recognition; mathematical reasoning & facility.

**KNOWLEDGE**

Know business & management principles; know customer service; know personnel & human resources procedures; understand English language; know law & government.

**TASKS**

Act as liaisons between on-site managers or tenants & owners. Confer regularly with community association members. Determine & certify the eligibility of prospective tenants. Coordinate the activities of staff & evaluate their performance. Direct collection of monthly assessments, rental fees, & deposits & payment of insurance premiums, mortgage, taxes, & incurred operating expenses. Inspect grounds to determine necessity of maintenance. Investigate complaints, disturbances & violations. Maintain records of sales. Oversee operations, maintenance, administration, & improvement of properties. Market vacant space to prospective tenants.

**WORK ACTIVITIES**

Communicate with supervisors, peers, subordinates & persons outside organization; ensure compliance with standards; make decisions & solve problems; coordinate the activities of others; perform administrative activities; monitor resources; obtain, record & document information.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Coordinate & lead others. Will be responsible for outcomes & results. Important to be exact or accurate. Conflict situations may arise frequently. Might spend some time walking premises.

**ADVANCEMENT OPPORTUNITIES**

Advancement usually correlates to responsibility over larger properties or a greater amount of properties.

**WORKING CONDITIONS**

Comfortable, modern offices. Often spend much of the day away from the desk. Normally, long hours & occasional evening meetings.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,246	2,768

Very fast growth to 2012. Around 105 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$17.73	\$36,900	\$25,500 – 56,000
Kentucky	\$14.05	\$29,200	\$22,600 – 43,900

**LOCATION**

Nearly one half of job openings in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 40 percent of property, real estate, & community association managers are self-employed; about 24 percent work as real estate lessors; the rest are spread across several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Administrative services managers; education administrators; food service managers; lodging managers; medical & health services managers; real estate brokers & sales agents; urban & regional planners.

**JOB DESCRIPTION**

Conduct training & development programs for employees.

**EDUCATION**

Bachelor's degree & higher.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Time management; active listening; writing; speaking effectively; reading comprehension.

**ABILITIES**

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; deductive reasoning; speech clarity.

**KNOWLEDGE**

Know education & training; know customer service; know personnel & human resources procedures; understand English language; know administrative & clerical procedures.

**TASKS**

Keep up with developments in area of expertise. Present information, using a variety of instructional techniques & formats. Schedule classes based on availability of classrooms, equipment, & instructors. Organize, develop, or obtain training procedure manuals & guides & course materials. Offer specific training programs to help workers maintain or improve job skills. Monitor, evaluate & record training activities & program effectiveness. Attend meetings & seminars to obtain information for use in training programs. Coordinate recruitment & placement of training program participants. Evaluate training materials prepared by instructors, such as outlines, text, & handouts. Develop alternative training methods if expected improvements are not seen.

**WORK ACTIVITIES**

Communicate with supervisors, peers, & subordinates; train & teach others; develop objectives & strategies; organize, plan, & prioritize work; obtain information.

**WORK CONTEXT**

Work indoors. Must maintain contact with others, including external customers. Coordinate & lead others. Will enter into face-to-face discussions with frequency of conflict situations. Must draft letters & memos. Important to be exact & accurate.

**ADVANCEMENT OPPORTUNITIES**

May be promoted to director of personnel or industrial relations, which can eventually lead to a top managerial or executive position.

**WORKING CONDITIONS**

Clean, comfortable offices. Usually a 35- to 40- hour week, but overtime is possible in some cases. Recruiters & arbitrators may travel extensively.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,330	3,936

Moderately fast growth to 2012. Around 125 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$20.58	\$42,800	\$32,100 – 56,900
Kentucky	\$18.41	\$38,300	\$29,200 – 50,600

**LOCATION**

Nearly half of job openings in Louisville area; a quarter in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Over 17 percent of training & development specialists work in general government; rest spread among a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Human resources, training, & labor relations managers & specialists.

**RELATED OCCUPATIONS**

Counselors; education administrators; social & human service assistants; public relations specialists; lawyers; psychologists; social workers.

**JOB DESCRIPTION**

Conduct organizational studies & evaluations, design systems & procedures, conduct work simplifications & measurement studies, & prepare operations & procedures manuals to assist management in operating more efficiently & effectively.

**EDUCATION**

Bachelor's degree & higher, plus work experience.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Writing; active listening; reading comprehension; systems evaluation & analysis; reading comprehension; critical thinking; judgment & decision making; complex problem solving.

**ABILITIES**

Oral expression & comprehension; ability to read & understand information & ideas presented in writing; written expression; ability to tell when something is wrong or is likely to go wrong; speech clarity.

**KNOWLEDGE**

Know education & training; know personnel & human resources procedures; understand English language; know business & management principles; know mathematics.

**TASKS**

Review forms & reports, & confer with management to identify problems & improvements. Implement records management program for filing, protection, & retrieval of records, & assure compliance with program. Interview personnel & conduct on-site observation. Prepare manuals & train workers in use of new forms, reports, procedures or equipment, according to organizational policy. Evaluate & recommend changes of forms & reports. Recommend purchase of storage equipment, & design area layout. Plan study of work problems. Gather & organize information on problems or procedures. Prepare recommendations for implementation of new systems or procedures.

**WORK ACTIVITIES**

Communicate with supervisors, peers, & subordinates; provide advice to others; develop objectives & strategies; organize, plan, & prioritize work; obtain & process information; make decisions & solve problems.

**WORK CONTEXT**

Work indoors. Must maintain contact with others. Coordinate & lead others. Responsible for outcomes & results. Important to be precise.

**ADVANCEMENT OPPORTUNITIES**

Those with exceptional skills might open their own firm.

**WORKING CONDITIONS**

Split time between office & client sites. Travel is essential. Mostly a 40-hour workweek, but uncompensated overtime is possible in order to meet deadlines. Self-employed analysts set their own hours.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,677	3,338

Very fast growth to 2012. Around 117 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$29.01	\$60,300	\$46,200 – 83,600
Kentucky	\$23.79	\$49,500	\$37,800 – 65,100

**LOCATION**

Nearly two fifths of job openings in Louisville area; nearly one fifth in Northern Kentucky area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Over 25 percent of management analysts are self-employed; rest occur in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Operations research analysts; program analysts; management consultants.

**RELATED OCCUPATIONS**

Accountants & auditors; budget analysts; cost estimators; financial analysts & personal financial advisors; operations research analysts; economists; market & survey researchers.

**JOB DESCRIPTION**

Analyze financial information & prepare financial reports or accounting records to determine or maintain record of assets, liabilities, profit & loss, tax liability, or other financial activities within an organization.

**EDUCATION**

Bachelor's degree & higher; licensing through Kentucky State Board of Accountancy.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Mathematics; active listening; systems evaluation & analysis; reading comprehension; critical thinking; judgment & decision making; complex problem solving; monitoring.

**ABILITIES**

Oral & written expression; mathematical reasoning & facility; ability to tell when something is wrong or is likely to go wrong; speech clarity; deductive reasoning.

**KNOWLEDGE**

Know customer service; know economics & accounting; understand English language; know computers; know mathematics.

**TASKS**

Advise clients in areas of financial concern. Advise management about issues such as resource utilization, tax strategies, & the assumptions underlying budget forecasts. Analyze business operations, trends, costs, revenues, financial commitments, & obligations, to project future revenues & expenses or to provide advice. Appraise property values. Compute taxes for returns. Maintain financial data records in computer databases. Investigate bankruptcies & prepare reports. Maintain & examine the records of government agencies. Examine financial reports to assess accuracy. Provide auditing services to businesses & individuals. Represent clients before taxing authorities.

**WORK ACTIVITIES**

Communicate with supervisors, peers, & subordinates; provide advice to others; maintain interpersonal relationships; organize, plan, & prioritize work; obtain, process, document, & record information; make decisions & solve problems.

**WORK CONTEXT**

Work indoors. Must work in team environment. Important to be accurate. Responsible for outcomes & results. Maintain contacts through email & telephone.

**ADVANCEMENT OPPORTUNITIES**

Attain management positions; work for the Internal Revenue Service.

**WORKING CONDITIONS**

Work in typical office setting. May travel to client sites often. Work normal forty hour week, sometimes longer. Tax specialists are especially busy during tax season.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
10,891	13,269

Moderately fast growth to 2012. Around 491 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$22.60	\$47,000	\$37,200 – 61,600
Kentucky	\$20.17	\$42,000	\$33,600 – 54,000

**LOCATION**

Almost one third of job openings in Bluegrass area; about one quarter in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 24 percent work in accounting, auditing, & bookkeeping services; rest are spread among several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Budget analysts; cost estimators; loan officers; financial analysts & personal financial advisors; tax examiners, collectors, & revenue agents; bill & account collectors; bookkeeping, accounting, & auditing clerks.



**JOB DESCRIPTION**

Evaluate, authorize, or recommend approval of commercial, real estate, or credit loans. Advise borrowers on financial status & methods of payments.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Mathematics; active listening; reading comprehension; judgment & decision making; speaking.

**ABILITIES**

Oral & written expression & comprehension; number facility.

**KNOWLEDGE**

Know customer service; know economics & accounting; understand English language; know law & government; know mathematics; know administrative & clerical procedures.

**TASKS**

Analyze applicants' financial status, credit, & property evaluations to determine feasibility of granting loans. Analyze potential loan markets & develop referral networks in order to locate prospects for loans. Approve loans within specified limits, & refer loan applications outside those limits to management for approval. Compute payment schedules. Explain to customers the different types of loans & credit options that are available, as well as the terms of those services. Meet with applicants to obtain information for loan applications & to answer questions about the process. Negotiate payment arrangements with customers who have delinquent loans. Obtain & compile copies of loan applicants' credit histories, corporate financial statements, & other financial information. Prepare reports to send to customers whose accounts are delinquent, & forward irreconcilable accounts for collector action. Review & update credit & loan files.

**WORK ACTIVITIES**

Obtain & analyze information; evaluate information to determine compliance with standards; communicate with supervisors, peers, & subordinates; perform administrative activities.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

May advance to larger branches of a firm or to managerial positions. Advancement beyond a loan officer position usually includes supervising other loan officers & clerical staff.

**WORKING CONDITIONS**

Work in typical office setting. May travel to client sites often. Work normal forty hour week, sometimes longer. Often carry a heavy caseload.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,307	3,772

Average growth to 2012. Around 109 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$21.15	\$44,000	\$34,400 – 62,200
Kentucky	\$19.16	\$39,900	\$30,300 – 55,600

**LOCATION**

Around one fifth of job openings in Bluegrass area; another fifth in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 85 percent work in credit intermediation & related activities; rest are spread among several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Mortgage loan officers & agents; collection analysts; loan servicing officers; loan underwriters.

**RELATED OCCUPATIONS**

Securities & financial services sales representatives; personal financial advisors; real estate brokers & sales agents; insurance sales agents.

**JOB DESCRIPTION**

Develop general computer applications software or specialized utility programs. Analyze user needs & develop software solutions. Design software or customize software for client use with the aim of optimizing operational efficiency. May analyze & design databases.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Programming; mathematics; troubleshooting; scientific rules & methods; operations analysis.

**ABILITIES**

Oral & written expression; oral & written comprehension; mathematical reasoning; inductive reasoning.

**KNOWLEDGE**

Know education & training; know business & management principles; understand English language; know computers & electronics; know mathematics; know engineering & technology; know design techniques.

**TASKS**

Analyze information to determine, recommend, & plan computer specifications & layouts. Analyze user needs & software requirements to determine feasibility of design within time & cost constraints. Confer with others to design system & to obtain information on project limitations & capabilities, performance requirements & interfaces. Coordinate software system installation & monitor equipment functioning to ensure specifications are met. Design, develop & modify software systems. Determine system performance standards. Develop & direct software system testing & validation procedures, programming, & documentation. Store, retrieve, & manipulate data for analysis of system capabilities & requirements.

**WORK ACTIVITIES**

Interact with computers; advise & consult with others; draft, lay out, & specify technical devices, parts, & equipment; think creatively; maintain up-to-date knowledge.

**WORK CONTEXT**

Work indoors. Coordinate & lead others. Important to be accurate. Contact with others, including external customers. Spend time sitting at a computer station.

**ADVANCEMENT OPPORTUNITIES**

Advance to management roles through experience.

**WORKING CONDITIONS**

Comfortable office settings. Potential travel in order to deal with customers. Susceptible to eyestrain, back discomfort, & hand & wrist problems, such as carpal tunnel syndrome.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,025	4,983

Very fast growth to 2012. Around 157 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$34.09	\$70,900	\$55,500 – 88,700
Kentucky	\$29.06	\$60,400	\$48,000 – 72,300

**LOCATION**

Two thirds of all job openings in Louisville area; a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 38 percent work in computer systems design & related services; rest spread across several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Computer systems analysts, database administrators, & computer scientists; computer programmers; financial analysts & personal financial advisors; computer hardware engineers; computer support specialists & systems administrators; statisticians; mathematicians; management analysts; actuaries; operations research analysts.

**JOB DESCRIPTION**

Develop & test operating systems-level software, compilers, & network distribution software for general computing applications. Set operational specifications & formulate & analyze software requirements.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Programming; mathematics; troubleshooting; scientific rules & methods; operations analysis.

**ABILITIES**

Oral & written expression; oral & written comprehension; mathematical reasoning; inductive reasoning.

**KNOWLEDGE**

Know education & training; know business & management principles; understand English language; know computers & electronics; know mathematics; know engineering & technology; know design techniques.

**TASKS**

Analyze information to determine, recommend, & plan computer specifications & layouts. Analyze user needs & software requirements to determine feasibility of design within time & cost constraints. Confer with others to design system & to obtain information on project limitations & capabilities, performance requirements & interfaces. Coordinate software system installation & monitor equipment functioning to ensure specifications are met. Design, develop & modify software systems. Determine system performance standards. Develop & direct software system testing & validation procedures, programming, & documentation. Store, retrieve, & manipulate data for analysis of system capabilities & requirements.

**WORK ACTIVITIES**

Interact with computers; advise & consult with others; draft, lay out, & specify technical devices, parts, & equipment; think creatively; maintain up-to-date knowledge.

**WORK CONTEXT**

Work indoors. Coordinate & lead others. Important to be accurate. Contact with others, including external customers. Spend time sitting at a computer station.

**ADVANCEMENT OPPORTUNITIES**

Advance to management roles through experience.

**WORKING CONDITIONS**

Comfortable office settings. Potential travel in order to deal with customers. Susceptible to eyestrain, back discomfort, & hand & wrist problems, such as carpal tunnel syndrome.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,411	1,873

Very fast growth to 2012. Around 71 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$35.60	\$74,000	\$58,500 – 91,200
Kentucky	\$30.91	\$64,300	\$50,500 – 73,100

**LOCATION**

Three fifths of all job openings in Louisville area; over a quarter in Bluegrass area; rest in Northern Kentucky area.

**INDUSTRIES OF EMPLOYMENT**

About 31 percent work in computer systems, design, & related services; rest spread across several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Computer systems analysts, database administrators, & computer scientists; computer programmers; financial analysts & personal financial advisors; computer hardware engineers; computer support specialists & systems administrators; statisticians; mathematicians; management analysts; actuaries; operations research analysts.

**JOB DESCRIPTION**

Provide technical assistance to computer system users. Answer questions or resolve computer problems for clients. May provide assistance concerning the use of computer hardware & software.

**EDUCATION**

Associate's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Instructing; operations analysis; quality control analysis; troubleshooting; reading comprehension; critical thinking; active listening; judgment & decision making; equipment selection; operation monitoring.

**ABILITIES**

Oral expression; oral & written comprehension; problem sensitivity; speech clarity; near vision.

**KNOWLEDGE**

Know education & training; know telecommunications; understand English language; know computers & electronics; know mathematics; know engineering & technology.

**TASKS**

Answer user inquiries regarding computer software & hardware operation to resolve problems. Observe system functioning to verify correct operations & detect errors. Maintain record of daily activities. Read technical manuals, confer with users, & conduct computer diagnostics to investigate & resolve problems. Maintain knowledge of hardware & software. Refer major hardware or software problems or defective products to vendors or technicians for service. Conduct office automation feasibility studies. Confer with staff, users, & management to establish requirements for new systems or modifications. Develop training materials & procedures, and/or train users in the proper use of hardware & software.

**WORK ACTIVITIES**

Interact with computers; obtain information; identify objects, events, & actions; make decisions & solve problems; maintain up-to-date knowledge; repair & maintain electronic equipment.

**WORK CONTEXT**

Work indoors. Coordinate & lead others. Important to be accurate. Contact with others. Spend time sitting at a computer station.

**ADVANCEMENT OPPORTUNITIES**

Continuing training & maintaining a current knowledge will improve opportunity for advancement.

**WORKING CONDITIONS**

Comfortable office settings. Usually a forty-hour week, but overtime may be necessary for major technical issues. Might be on call. As technology advances, will be able to remotely access problems more & more.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
6,099	7,402

Moderately fast growth to 2012. Around 234 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$18.80	\$39,100	\$29,800 – 51,700
Kentucky	\$16.02	\$33,300	\$25,200 – 42,500

**LOCATION**

One third of all job openings in Louisville area; about one fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a variety of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Systems administrators.

**RELATED OCCUPATIONS**

Computer programmers; computer software engineers; computer systems analysts, database administrators, & computer scientists.

**JOB DESCRIPTION**

Analyze data processing problems for application to electronic data processing systems. Analyze user requirements, procedures, & problems to improve existing systems & review computer system capabilities. May supervise computer programmers.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Programming; operations analysis; writing; troubleshooting; reading comprehension.

**ABILITIES**

Written expression; oral & written comprehension; mathematical reasoning; deductive reasoning; near vision.

**KNOWLEDGE**

Know education & training; know mathematics; understand English language; know computers & electronics; know customer service.

**TASKS**

Analyze information processing or computation needs & plan & design computer systems. Assess the usefulness of pre-developed application packages & adapt them to a user environment. Confer with clients regarding the nature of the information processing or computation needs a computer program is to address. Define the goals of the system & devise flow charts & diagrams describing logical operational steps of programs. Determine computer software or hardware needed to set up or alter system. Develop system design procedures, test procedures, & quality standards. Modify system to improve work flow. Provide staff & users with assistance solving computer related problems, such as malfunctions & program problems. May recommend new equipment or software packages.

**WORK ACTIVITIES**

Interact with computers; obtain information; provide consultation to others; think creatively; maintain up-to-date knowledge; communicate with peers, supervisors, or subordinates.

**WORK CONTEXT**

Work indoors, mostly sitting at a PC. Coordinate & lead others. Important to be accurate. Contact with others. Use of hands & consequence of error.

**ADVANCEMENT OPPORTUNITIES**

Vendor & professional certifications can greatly aid advancement.

**WORKING CONDITIONS**

Comfortable office settings. Usually a forty-hour week, but overtime may be necessary for deadlines or specific problems. As technology advances, will be more able to remotely access problems.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,285	5,194

Moderately fast growth to 2012. Around 160 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$30.24	\$62,900	\$49,500 – 78,400
Kentucky	\$28.03	\$58,300	\$47,900 – 71,600

**LOCATION**

Nearly two fifths of all job openings in Bluegrass area; about a third in Louisville area; a tenth in Northern Kentucky; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 17 percent work in computer systems, design, & related services; rest spread across several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Database administrators; computer scientists.

**RELATED OCCUPATIONS**

Computer programmers; computer software engineers; computer & information systems managers; financial analysts & personal financial advisors; urban & regional planners; engineers; mathematicians; statisticians; operations research analysts; management analysts.

**JOB DESCRIPTION**

Install, configure, & support an organization's local area network (LAN), wide area network (WAN), & internet system or a segment of a network system. Maintain network hardware & software. Monitor network to ensure network availability to all system users & perform necessary maintenance to support network availability.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Programming; operations analysis; writing; installation; critical thinking; instructing; mathematics; technology design; active listening.

**ABILITIES**

Oral expression; oral & written comprehension; deductive reasoning; near vision.

**KNOWLEDGE**

Know mathematics; know computers & electronics; know administration & management; understand English language; know public safety & security.

**TASKS**

Confer with network users about how to solve system problems. Test computer hardware, networking software & operating system software. Diagnose hardware & software problems, & replace defective components. Maintain & administer computer networks & related computing environments. Monitor network performance in order to determine whether adjustments need to be made. Operate master consoles in order to monitor the performance of computer systems & networks. Perform backups & recovery operations. Implement network security measures in order to protect data, software, & hardware. Recommend changes to improve systems & network configurations.

**WORK ACTIVITIES**

Interact with computers; make decisions & solve problems; provide consultation to others; document & record information.

**WORK CONTEXT**

Work indoors, mostly sitting at a desk. Coordinate & lead others. Important to be accurate. Interact with others. Spend time making repetitive motions. Use of hands required. Consequence of error.

**ADVANCEMENT OPPORTUNITIES**

Vendor & professional certifications can greatly aid advancement.

**WORKING CONDITIONS**

Comfortable office settings. Usually a forty-hour week, but overtime may be necessary for deadlines or specific problems. As technology advances, will be more able to remotely access problems.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,963	3,813

Very fast growth to 2012. Around 137 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$26.35	\$54,800	\$43,300 – 69,500
Kentucky	\$22.61	\$47,000	\$37,400 – 59,000

**LOCATION**

Nearly two fifths of all job openings in Louisville area; about a quarter in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 21 percent work in computer systems, design, & related services; remaining occur in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Computer support specialists; systems administrators.

**RELATED OCCUPATIONS**

Computer programmers; computer software engineers; computer systems analysts, database administrators, & computer scientists.



**JOB DESCRIPTION**

Test & evaluate network data communications systems. Perform network modeling, analysis, & planning. Includes telecommunications specialists who deal with the interfacing of computer & communications equipment. May supervise computer programmers.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities & colleges.

**SKILLS**

Programming; operations analysis; writing; installation; critical thinking; instructing; mathematics; technology design; active learning; reading comprehension; operation monitoring; quality control analysis.

**ABILITIES**

Written & oral expression & comprehension; fluency of ideas; near vision; information ordering; speech clarity.

**KNOWLEDGE**

Know mathematics; know computers & electronics; know education & training; know telecommunications; understand English language.

**TASKS**

Consult customers, visit workplaces or conduct surveys to determine present & future user needs. Design & implement network configurations & systems. Identify areas of operation that need upgraded equipment. Monitor system performance & provide security measures, troubleshooting & maintenance. Set up user accounts, regulating & monitoring file access to ensure confidentiality & proper use. Test & evaluate hardware & software to determine efficiency & reliability. Keep up with changes in technology. Work with other engineers, systems analysts, programmers, technicians, scientists & top-level managers in the design, testing & evaluation of systems. Adapt & modify existing software to meet specific needs.

**WORK ACTIVITIES**

Interact with computers; maintain up-to-date knowledge; provide consultation to others; obtain & analyze information.

**WORK CONTEXT**

Work indoors, mostly sitting. Maintain contact others. Important to be accurate. Use of hands required. Consequence of error.

**ADVANCEMENT OPPORTUNITIES**

Vendor & professional certifications can greatly aid advancement.

**WORKING CONDITIONS**

Comfortable office settings. Usually a forty-hour week, but overtime may be necessary for deadlines or specific problems. As technology advances, will be more able to remotely access problems.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,444	3,522

Very fast growth to 2012. Around 161 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$28.09	\$58,400	\$44,800 – 74,300
Kentucky	\$25.04	\$52,100	\$40,300 – 66,100

**LOCATION**

Over two fifths of all job openings in Louisville area; over a third in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 19 percent work in state government; around 15 percent in computer systems, design, & related services; remaining occur in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Database administrators; computer systems analysts.

**RELATED OCCUPATIONS**

Computer programmers; computer software engineers; computer & information systems managers; financial analysts & personal financial advisors; urban & regional planners; engineers; mathematicians; statisticians; operations research analysts; management analysts.

**JOB DESCRIPTION**

Perform engineering duties in planning, designing, & overseeing construction & maintenance of building structures, & facilities, such as roads, railroads, airports, bridges, harbors, channels, dams, irrigation projects, pipelines, power plants, water & sewage systems, & waste disposal units.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Mathematics; critical thinking; active listening; reading comprehension; science.

**ABILITIES**

Oral & written expression & comprehension; deductive reasoning; near vision; problem sensitivity.

**KNOWLEDGE**

Know engineering & technology; know design; know mathematics; know building & construction; understand English language.

**TASKS**

Analyze survey reports, maps, drawings, blueprints, aerial photography, & other topographical or geologic data to plan projects. Design transportation or hydraulic systems & structures using design software & drawing tools. Compute load & grade requirements, water flow rates, & material stress factors to determine design specifications. Inspect project sites to monitor progress & ensure conformance to design specifications & safety or sanitation standards. Direct construction, operations, & maintenance activities at project site. Direct or participate in surveying to lay out installations & establish reference points, grades, & elevations to guide construction. Estimate cost to determine project feasibility. Present public reports, such as bid proposals, deeds, environmental impact statements, & property & right-of-way descriptions. Provide technical advice to industrial & managerial personnel.

**WORK ACTIVITIES**

Make decisions & solve problems; interact with computers; draft, lay out, & specify technical devices, parts, & equipment; document & record information; communicate with supervisors, peers, & subordinates.

**WORK CONTEXT**

Work mostly indoors & outdoors, sometimes onsite. Important to be accurate. Responsible for outcomes & results. Conduct face-to-face discussions with others.

**ADVANCEMENT OPPORTUNITIES**

Advancement usually comes in the form of greater responsibility with regard to projects involved, which translates also into increased pay.

**WORKING CONDITIONS**

Work at least forty hours a week on the whole, but project deadlines may require evening, weekend, or even holiday hours. A fair amount of stress is involved with large construction or design projects. Will likely spend a good portion of time onsite.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,213	2,443

Average growth to 2012. Around 63 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$28.88	\$60,100	\$48,400 – 74,700
Kentucky	\$27.11	\$56,400	\$44,600 – 69,200

**LOCATION**

About a third of all job openings in each of Bluegrass & Louisville areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 39 percent work in architectural, engineering, & related services; around 17 percent work for state government; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Architects, except landscape & naval; landscape architects; designers; engineers; engineering technicians; science technicians; & surveyors, cartographers, photogrammetrists, surveying technicians.

**JOB DESCRIPTION**

Diagnose & treat mental disorders; learning disabilities; & cognitive, behavioral, & emotional problems using individual, child, family, & group therapies. May design & implement behavior modification programs.

**EDUCATION**

Doctoral degree. Licensing through the Department of Education Office of Teacher Education & Certification.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Active listening; social perceptiveness; reading comprehension; critical thinking; speaking; active learning; writing; mathematics.

**ABILITIES**

Oral & written expression & comprehension; inductive reasoning; problem sensitivity.

**KNOWLEDGE**

Know psychology; know therapy & counseling; understand English language; know business & management principles; know customer service; know mathematics; know education & training.

**TASKS**

Assess an individual's needs, limitations, & potential, using various records. Counsel children & families to help solve conflicts & problems. Collect & analyze data to evaluate the effectiveness treatments. Collaborate with other professionals to develop strategies. Compile & interpret test results, along with other information, in order to diagnose conditions, & to help assess eligibility for special services. Provide consultation to others. Provide educational programs on topics such as classroom management, teaching strategies, or parenting skills. Utilize treatment methods, such as psychotherapy, hypnosis, behavior modification, stress reduction therapy, psychodrama, & play therapy. Assist clients to gain insight, define goals, & plan action to achieve effective development & adjustment.

**WORK ACTIVITIES**

Obtain & analyze information; make decisions & solve problems; maintain interpersonal relationships; communicate with persons outside organization; maintain up-to-date knowledge; assist & care for others.

**WORK CONTEXT**

Work indoors. Important to be accurate. Maintain contact with others, especially external customers. May deal with aggressive, unpleasant, or angry people. Responsible for health & safety of others.

**ADVANCEMENT OPPORTUNITIES**

Advance to specialized areas within the occupation.

**WORKING CONDITIONS**

Pressures due to deadlines, tight schedules, & overtime work. Routine may be interrupted frequently. Some travel is required. May work any hours that might accommodate clients.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,459	1,869

Very fast growth to 2012. Around 81 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
<b>US</b>	\$24.60	\$51,200	\$38,600 – 67,000
<b>Kentucky</b>	\$20.96	\$43,600	\$35,900 – 54,700

**LOCATION**

About a fifth of all job openings in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 27 percent work in elementary & secondary schools; 22 percent are self-employed; 13 percent in outpatient care centers; rest spread across several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Clergy; counselors; physicians & surgeons; social workers; sociologists; special education teachers.

**JOB DESCRIPTION**

Counsel with emphasis on prevention. Work with individuals & groups to promote optimum mental health. May help individuals deal with: addictions & substance abuse; family, parenting, & marital problems; suicide; stress management; problems with self-esteem; & issues associated with aging & mental & emotional health.

**EDUCATION**

Master's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide universities.

**SKILLS**

Judgment & decision making; social perceptiveness; active learning; service orientation; speaking.

**ABILITIES**

Oral & written comprehension; oral expression; problem sensitivity; speech clarity.

**KNOWLEDGE**

Know therapy & counseling; know customer service; know education & training; know psychology; understand English language.

**TASKS**

Act as client advocates in order to coordinate required services or to resolve emergency problems in crisis situations. Collaborate with other staff members to perform clinical assessments & develop treatment plans. Collect information about clients. Counsel clients & patients to assist in overcoming dependencies, adjusting to life, & making changes. Develop & implement treatment plans based on clinical experience & knowledge. Discuss with individual patients their plans for life after leaving therapy. Encourage clients to express their feelings & discuss what is happening in their lives. Evaluate clients' physical or mental condition based on review of client information. Evaluate the effectiveness of counseling programs & clients' progress in resolving identified problems & moving towards defined objectives.

**WORK ACTIVITIES**

Assist & care for others; obtain information; maintain interpersonal relationships; communicate with persons outside organization; identify objects, actions, & events.

**WORK CONTEXT**

Work indoors. Important to be accurate. Maintain contact with others, including external customers. Coordinate & lead others. Deal with physically aggressive people.

**ADVANCEMENT OPPORTUNITIES**

Prospects for advancement vary by counseling field.

**WORKING CONDITIONS**

Comfortable office settings. Work schedule will depend upon type of counseling involved. Must possess high physical & emotional energy to handle an array of problems.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,650	2,038

Very fast growth to 2012. Around 85 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$14.39	\$29,900	\$23,900 – 39,200
Kentucky	\$12.11	\$25,200	\$20,700 – 32,000

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

About 38 percent work in outpatient care centers; roughly 24 percent in other residential care facilities; 15 percent in psychiatric & substance abuse hospitals; rest spread across several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Social & human service assistants; social workers; psychologists; physicians & surgeons; registered nurses; members of the clergy; occupational therapists; human resources, training, & labor relations managers & specialists.

## JOB DESCRIPTION

Provide persons, families, or vulnerable populations with the psychosocial support needed to cope with chronic, acute, or terminal illnesses. Services include advising family care givers, providing patient counseling, & making necessary referrals for other social services.

## EDUCATION

Bachelor's degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Speaking; active listening; service orientation; social perceptiveness; critical thinking; monitoring; judgment & decision making; reading comprehension; writing; active learning.

## ABILITIES

Active listening; writing; reading comprehension; social perceptiveness; speaking.

## KNOWLEDGE

Know psychology; know customer service; know therapy & counseling; understand English language; know sociology & anthropology.

## TASKS

Collaborate with other professionals to evaluate patients' medical or physical condition & to assess client needs. Investigate child abuse or neglect cases & take authorized protective action when necessary. Refer patient, client, or family to community resources to assist in recovery from mental or physical illness & to provide access to services such as financial assistance, legal aid, housing, job placement or education. Counsel clients & patients in individual & group sessions to help them overcome dependencies, recover from illness, & adjust to life. Organize support groups or counsel family members to assist them in understanding, dealing with, & supporting the client or patient. Utilize consultation data & social work experience to plan & coordinate client or patient care & rehabilitation. Monitor, evaluate, & record client progress according to measurable goals described in treatment & care plan.

## WORK ACTIVITIES

Maintain interpersonal relationships; make decisions & solve problems; identify object, actions & events; assist & care for others; obtain information.

## WORK CONTEXT

Work indoors, in contact with others in a group or team environment. Must be comfortable working in physical proximity to others. Potential exposure to illnesses or diseases.

## ADVANCEMENT OPPORTUNITIES

Advancement to supervisor, program manager, assistant director, or executive director of a social service agency or department is possible, but usually requires an advanced degree & related work experience.

## WORKING CONDITIONS

Comfortable office settings. Work a forty-hour workweek. Occasionally work evenings & weekends to meet with clients, attend community meetings, & handle emergencies.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,698	2,119

Very fast growth to 2012. Around 80 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$17.97	\$37,400	\$29,700 – 46,600
Kentucky	\$15.59	\$32,400	\$26,600 – 38,700

## LOCATION

Nearly a quarter of all job openings in Louisville area; a fifth in Bluegrass area; a sixth in Northern Kentucky; rest statewide.

## INDUSTRIES OF EMPLOYMENT

About 19 percent work in outpatient care centers; 17 percent in general medical & surgical hospitals; another 17 percent in home healthcare services; rest spread across several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

## RELATED OCCUPATIONS

Probation officers & correctional treatment specialists; social & human services assistants; clergy; counselors; psychologists.

## JOB DESCRIPTION

Assess & treat individuals with mental, emotional, or substance abuse problems, including abuse of alcohol, tobacco, and/or other drugs. Activities may include individual & group therapy, crisis intervention, case management, client advocacy, prevention, & education.

## EDUCATION

Master's degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Speaking; active listening; social perceptiveness; critical thinking; writing.

## ABILITIES

Oral comprehension & expression; speech clarity; inductive reasoning; problem sensitivity.

## KNOWLEDGE

Know psychology; know customer service; know therapy & counseling; understand English language; know sociology & anthropology.

## TASKS

Counsel clients in individual & group sessions to assist them in dealing with substance abuse, mental & physical illness, poverty, unemployment, or physical abuse. Interview clients, review records, & confer with other professionals to evaluate mental or physical condition of client or patient. Collaborate with counselors, physicians, & nurses to plan & coordinate treatment, drawing on social work experience & patient needs. Monitor, evaluate, & record client progress with respect to treatment goals. Refer patient, client, or family to community resources for housing or treatment to assist in recovery from mental or physical illness, following through to ensure service efficacy. Counsel & aid family members to assist them in understanding, dealing with, & supporting the client or patient. Modify treatment plans according to changes in client status. Plan & conduct programs to prevent substance abuse, to combat social problems, or to improve health & counseling services in community. Supervise & direct other workers who provide services to clients or patients.

## WORK ACTIVITIES

Maintain interpersonal relationships; work directly with the public; communicate with peers, supervisors, & subordinates; assist & care for others; obtain information.

## WORK CONTEXT

Work indoors, in contact with others in a group or team environment. Time pressure associated with deadlines. Potential exposure to illnesses or diseases. May deal with unpleasant people.

## ADVANCEMENT OPPORTUNITIES

Advancement to supervisor, program manager, assistant director, or executive director of a social service agency or department is possible, but usually requires an advanced degree & related work experience.

## WORKING CONDITIONS

Comfortable office settings. Work a forty-hour workweek. Occasionally work evenings & weekends to meet with clients, attend community meetings, & handle emergencies.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,375	1,815

Very fast growth to 2012. Around 77 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$15.79	\$32,800	\$25,900 – 42,200
Kentucky	\$14.14	\$29,400	\$24,800 – 35,400

## LOCATION

Over a quarter of all job openings in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

About 39 percent work in outpatient care centers; around 23 percent in individual & family services; rest spread across several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

## RELATED OCCUPATIONS

Clergy; counselors; probation officers & correctional treatment specialists; psychologists; social & human services assistants.



**JOB DESCRIPTION**

Assist professionals from a wide variety of fields to provide client services as well as support for families. May assist clients in identifying available benefits & social & community services & help clients obtain them. May assist social workers with developing, organizing, & conducting programs to prevent & resolve problems relevant to substance abuse, human relationships, rehabilitation, or adult daycare.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Speaking; active listening; social perceptiveness; service orientation.

**ABILITIES**

Oral & written comprehension & expression; problem sensitivity.

**KNOWLEDGE**

Know psychology; know customer service; know therapy & counseling; know education & training; know administrative & clerical procedures.

**TASKS**

Visit individuals in homes or attend group meetings to provide information on agency services, requirements & procedures. Advise clients regarding food stamps, child care, food, money management, sanitation, & housekeeping. Interview individuals & family members to compile information on social, educational, criminal, institutional, or drug history. Provide information on & refer individuals to public or private agencies & community services for assistance. Assist clients with preparation of forms, such as tax or rent forms. Assist in locating housing for displaced individuals. Assist in planning of food budget, utilizing charts & sample budgets. Monitor free, supplementary meal program to ensure cleanliness of facility & that eligibility guidelines are met for persons receiving meals. Meet with youth groups to acquaint them with consequences of delinquent acts. Observe clients' food selections & recommend alternate economical & nutritional food choices.

**WORK ACTIVITIES**

Maintain interpersonal relationships; communicate with persons outside an organization; assist & care for others; obtain, document, & record information; provide consultation to others.

**WORK CONTEXT**

Work indoors. Time pressure associated with deadlines. Must deal with external customers. Frequent conflict situations.

**ADVANCEMENT OPPORTUNITIES**

In general, advancement requires a bachelor's or master's degree in human services, counseling, rehabilitation, social work, or a related field.

**WORKING CONDITIONS**

Work in offices, clinics, hospitals, group homes, shelters, sheltered workshops, & day programs. The work, while satisfying, can be emotionally draining. Turnover is expected to be high.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,287	5,851

Very fast growth to 2012. Around 265 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.24	\$23,400	\$18,700 – 29,500
Kentucky	\$10.34	\$21,500	\$17,300 – 27,100

**LOCATION**

This occupation is spread fairly evenly throughout all areas of Kentucky.

**INDUSTRIES OF EMPLOYMENT**

Nearly 20 percent work in outpatient care centers; around 17 percent in individual & family services; 16 percent for local government; rest spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Social workers; clergy; counselors; childcare workers; occupational therapist assistants & aides; physical therapist assistants & aides; nursing, psychiatric, & home health aides.

**JOB DESCRIPTION**

Conduct religious worship & perform other spiritual functions associated with beliefs & practices of religious faith or denomination. Provide spiritual & moral guidance & assistance to members.

**EDUCATION**

First professional degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide religious institutions & seminaries.

**SKILLS**

Speaking; active listening; social perceptiveness; service orientation; reading comprehension; writing.

**ABILITIES**

Oral & written comprehension & expression; problem sensitivity; speech clarity.

**KNOWLEDGE**

Know psychology; understand English language; know therapy & counseling; know education & training; know philosophy & theology.

**TASKS**

Administer religious rites or ordinances. Study & interpret religious laws, doctrines, and/or traditions. Counsel individuals & groups concerning their spiritual, emotional, & personal needs. Organize & lead regular religious services. Conduct special ceremonies such as weddings, funerals, & confirmations. Instruct people who seek conversion to a particular faith. Pray & promote spirituality. Prepare & deliver sermons & other talks. Prepare people for participation in religious ceremonies. Read from sacred texts such as the Bible, Torah, or Koran.

**WORK ACTIVITIES**

Maintain interpersonal relationships; work directly with the public; assist & care for others; interpret the meaning of information for others; organize, plan, & prioritize work.

**WORK CONTEXT**

Work indoors. Spend time sitting or standing. Maintain contact with others, including external customers.

**ADVANCEMENT OPPORTUNITIES**

Advancement depends on the size of the place of worship & the nature of the faith or denomination involved.

**WORKING CONDITIONS**

Work irregular hours & many put in longer than average work days. May be called on short notice to visit the sick, comfort the dying & their families, & provide counseling. Can be stressful at times.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
11,369	12,421

Average growth to 2012. Around 3690 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$15.92	\$33,100	\$24,300 – 44,800
Kentucky	\$16.60	\$34,500	\$29,700 – 40,700

**LOCATION**

Occupations in the clergy are dispersed among all areas of Kentucky.

**INDUSTRIES OF EMPLOYMENT**

Nearly all clergy members work as members of religious organizations.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Few occupations are similar in nature to that of the clergy.

**JOB DESCRIPTION**

Represent clients in criminal & civil litigation & other legal proceedings, draw up legal documents, & manage or advise clients on legal transactions. May specialize in a single area or may practice broadly in many areas of law.

**EDUCATION**

First professional degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Speaking; active listening; active learning; negotiation; persuasion; judgment & decision making; complex problem solving.

**ABILITIES**

Oral & written comprehension & expression; speech clarity.

**KNOWLEDGE**

Know law & government; understand English language; know administrative & management principles; know education & training; know administrative & clerical procedures.

**TASKS**

Act as agent, trustee, guardian, or executor for businesses or individuals. Advise clients concerning business transactions, claim liability, advisability of prosecuting or defending lawsuits, or legal rights & obligations. Analyze the probable outcomes of cases, using knowledge of legal precedents. Present & summarize cases to judges & juries. Evaluate findings & develop strategies & arguments in preparation for presentation of cases. Examine legal data to determine advisability of defending or prosecuting lawsuit. Gather evidence to formulate defense or to initiate legal actions, by such means as interviewing clients & witnesses to ascertain the facts of a case. Interpret laws, rulings & regulations for individuals & businesses. Negotiate settlements of civil disputes. Prepare & draft legal documents, such as wills, deeds, patent applications, mortgages, leases, & contracts.

**WORK ACTIVITIES**

Maintain current knowledge; communicate with persons outside an organization; interpret the meaning of information for others; identify actions, objects, & events; make decisions & solve problems.

**WORK CONTEXT**

Work indoors. Deal with external customers, including some unpleasant persons. Important to be accurate. Frequent conflict situations.

**ADVANCEMENT OPPORTUNITIES**

Newly hired attorneys often start as associates & work with more experienced lawyers or judges. After gaining more responsibilities, some lawyers accept partnership in their firm or start their own practice. Some experienced lawyers are nominated or elected to judgeships.

**WORKING CONDITIONS**

Work in offices, law libraries, & courtrooms. Sometimes meet in clients' homes or places of business, hospitals, or prisons. May travel to attend meetings, gather evidence, & appear before courts, legislative bodies, & other authorities. Often work long hours. May face heavy pressure.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
6,469	8,179

Very fast growth to 2012. Around 292 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$43.41	\$90,300	\$61,000 – 136,800
Kentucky	\$35.43	\$73,700	\$45,000 – 104,000

**LOCATION**

Over a quarter of all job openings in Louisville area; nearly a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Over 41 percent work in legal services; over 25 percent are self-employed; rest spread across many industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Paralegal & legal assistant; law clerk; title examiner, abstractor, & searcher; arbitrator, mediator, & conciliator; judge, magistrate judge, & magistrate; administrative law judge, adjudicator, & hearing officer.

**JOB DESCRIPTION**

Assist lawyers by researching legal precedent, investigating facts, or preparing legal documents. Conduct research to support a legal proceeding, to formulate a defense, or to initiate legal action.

**EDUCATION**

Associate's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Speaking; writing; reading comprehension; negotiation; critical thinking.

**ABILITIES**

Oral & written comprehension & expression; deductive reasoning.

**KNOWLEDGE**

Know law & government; understand English language; know administrative & management principles; know computers & electronics; know administrative & clerical procedures.

**TASKS**

Gather & analyze research data, such as statutes, decisions, & legal articles, codes, & documents. Prepare legal documents, including briefs, pleadings, appeals, wills, contracts, & real estate closing statements. Investigate facts & law of cases to determine causes of action & to prepare cases. Prepare affidavits or other documents, maintain document file, & file pleadings with court clerk. Appraise & inventory real & personal property for estate planning. Arbitrate disputes between parties & assist in real estate closing process. Call upon witnesses to testify at hearing. Answer questions regarding legal issues pertaining to civil service hearings. Direct & coordinate law office activity, including delivery of subpoenas. Keep & monitor legal volumes to ensure that law library is up-to-date.

**WORK ACTIVITIES**

Obtain & analyze information; communicate with peers, supervisors, & subordinates; evaluate information to determine compliance with standards; identify actions, objects, & events.

**WORK CONTEXT**

Work indoors. Important to be accurate & likely consequence for errors.

**ADVANCEMENT OPPORTUNITIES**

Advancement opportunities include promotion to managerial & other law-related positions within the firm. Some paralegals find it easier to move to another firm when seeking increased responsibility or advancement.

**WORKING CONDITIONS**

Work in offices, law libraries, & courtrooms. Usually work at a desk; some travel is possible to gather information. Forty-hour workweek.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,162	3,947

Very fast growth to 2012. Around 122 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$18.25	\$38,000	\$30,000 – 48,800
Kentucky	\$15.96	\$33,200	\$26,000 – 46,100

**LOCATION**

Over a fifth of all job openings in Louisville area; about a sixth in Northern Kentucky; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Nearly 59 percent work in legal services; 17 percent in state government; rest spread across many industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Law clerks; title examiners, abstractors, & searchers; claims adjusters, appraisers, examiners, & investigators; occupational health & safety specialists & technicians.

## JOB DESCRIPTION

Teach courses in health specialties, such as veterinary medicine, dentistry, pharmacy, therapy, laboratory technology, & public health.

## EDUCATION

Doctoral degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Speaking; writing; reading comprehension; science; critical thinking; instructing; active learning.

## ABILITIES

Oral & written comprehension & expression; speech clarity.

## KNOWLEDGE

Know education & training; understand English language; know medicine & dentistry; know biology; know therapy & counseling.

## TASKS

Evaluate & grade students' class work, assignments, & papers. Prepare & deliver lectures to undergraduate and/or graduate students on topics such as public health, stress management, & worksite health promotion. Advise students on academic & vocational curricula, & on career issues. Compile, administer, & grade examinations, or assign this work to others. Compile bibliographies of specialized materials for outside reading assignments. Initiate, facilitate, & moderate classroom discussions. Keep abreast of developments in their field by reading current literature, talking with colleagues, & participating in professional conferences. Maintain regularly scheduled office hours in order to advise & assist students. Maintain student attendance records, grades, & other required records. Plan, evaluate, & revise curricula, course content, & course materials & methods of instruction.

## WORK ACTIVITIES

Train, teach, coach, & develop others; obtain information; communicate with person outside an organization; communicate with supervisors, peers, or subordinates; interpret the meaning for information for others; schedule activities.

## WORK CONTEXT

Work indoors. Important to be accurate. Maintain contact with others. Coordinate & lead others. Spend time sitting & standing.

## ADVANCEMENT OPPORTUNITIES

Advancement involves a move into administrative & managerial positions, such as departmental chairperson, dean, & president. At 4-year institutions, such advancement requires a doctoral degree. At 2-year colleges, a doctorate is helpful but not usually required, except for advancement to some top administrative positions.

## WORKING CONDITIONS

Usually have flexible schedules. Must be present for classes & for faculty & committee meetings. Most establish regular office hours for student consultations, usually 3 to 6 hours per week. Work may be stressful.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,822	2,253

Very fast growth to 2012. Around 93 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$60,500	\$41,900 – 90,200
Kentucky	-	\$64,800	\$46,000 – 94,500

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Nearly 76 percent work in colleges, universities, & professional schools; rest spread across many industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

## RELATED OCCUPATIONS

Teachers—preschool, kindergarten, elementary, middle, & secondary; education administrators; librarians; counselors; writers & editors; public relations specialists; management analysts.

## JOB DESCRIPTION

Teach vocational or occupational subjects at the postsecondary level (but at less than the baccalaureate) to students who have graduated or left high school. Teaching may take place in public or private schools whose primary business is education or in a school associated with an organization whose primary business is other than education.

## EDUCATION

Doctoral degree; Teacher of Vocational Education (Industrial Education) license.

## LOCATION OF TRAINING & EDUCATION

Department of Education, Office of Teacher Education & Certification.

## SKILLS

Speaking; writing; reading comprehension; negotiation; critical thinking.

## ABILITIES

Oral & written comprehension & expression; learning strategies; judgment & decision making; active listening; instructing.

## KNOWLEDGE

Know education & training; understand English language; know administrative & management principles; know mathematics; know administrative & clerical procedures.

## TASKS

Conduct on-the-job training, classes, or training sessions to teach & demonstrate principles, techniques, procedures, and/or methods of designated subjects. Present lectures & conduct discussions to increase students' knowledge & competence, using visual aids such as graphs, charts, videotapes, & slides. Administer oral, written, or performance tests in order to measure progress. Advise students on course selection, career decisions, & other academic & vocational concerns. Determine training needs of students or workers. Plan course content & methods of instruction. Integrate academic & vocational curricula so that students can obtain a variety of skills. Participate in conferences, seminars, & training sessions to keep abreast of developments in the field; & integrate relevant information into training programs. Prepare outlines of instructional programs & training schedules, & establish course goals.

## WORK ACTIVITIES

Train & teach others; obtain information; maintain up-to-date knowledge; interpret the meaning for information for others; schedule activities.

## WORK CONTEXT

Work indoors. Important to be accurate. Maintain contact with others, including external customers. Coordinate & lead others.

## ADVANCEMENT OPPORTUNITIES

Advancement involves a move into administrative & managerial positions, such as departmental chairperson, dean, & president. At 4-year institutions, such advancement requires a doctoral degree. At 2-year colleges, a doctorate is helpful but not usually required, except for advancement to some top administrative positions.

## WORKING CONDITIONS

Usually have flexible schedules. Must be present for classes & for faculty & committee meetings. Most establish regular office hours for student consultations, usually 3 to 6 hours per week. Work may be stressful.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,525	4,572

Very fast growth to 2012. Around 205 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$18.71	\$38,900	\$29,800 – 51,800
Kentucky	\$18.80	\$39,100	\$32,500 – 48,400

## LOCATION

Nearly a fifth of all job openings in Bluegrass area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Nearly 74 percent work in technical & trade schools; rest spread across many industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

## RELATED OCCUPATIONS

Teachers—preschool, kindergarten, elementary, middle, & secondary; education administrators; librarians; counselors; writers & editors; public relations specialists; management analysts.



## JOB DESCRIPTION

Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, & intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

## EDUCATION

Bachelor's degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Speaking; instructing; active listening; learning strategies; social perceptiveness.

## ABILITIES

Oral comprehension & expression; speech clarity; problem sensitivity; time sharing.

## KNOWLEDGE

Know education & training; understand English language; know customer service; know psychology; know fine arts.

## TASKS

Establish clear objectives for all lessons & communicate them to children. Organize & lead activities designed to promote physical, mental & social development, such as games, arts & crafts, music, storytelling, & field trips. Plan & conduct activities for a balanced program of instruction, demonstration, & work time that provides students with opportunities to observe, question, & investigate. Prepare materials & classrooms for class activities. Teach basic skills such as color, shape, number & letter recognition, personal hygiene, & social skills. Plan & supervise class projects, field trips, visits by guests, or other experiential activities, & guide students in learning from those activities. Adapt teaching methods & instructional materials to meet students' varying needs & interests. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, & selecting activities of interest to them. Attend to children's basic needs by feeding them, dressing them, & changing their diapers.

## WORK ACTIVITIES

Train & teach others; think creatively; assist & care for others; maintain interpersonal relationships; organize, plan, & prioritize work.

## WORK CONTEXT

Work indoors. Important to be accurate. Responsible for the health & safety of others. Spend time walking, running, sitting, & standing.

## ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

## WORKING CONDITIONS

Can work a ten-month school year, but part-time schedules are common. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
5,175	6,631

Very fast growth to 2012. Around 239 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$9.26	\$19,300	\$15,700 – 25,500
Kentucky	\$7.94	\$16,500	\$14,000 – 20,600

## LOCATION

Over a quarter of all job openings in Northern Kentucky area; a sixth in each of Purchase, Lincoln Trail, & Bluegrass areas; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Over 67 percent work in child daycare services; 19 percent in elementary & secondary schools; rest spread across many industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

## RELATED OCCUPATIONS

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

## JOB DESCRIPTION

Teach elemental natural & social science, personal hygiene, music, art, & literature to children from four to six years old. Promote physical, mental, & social development. May be required to hold State certification.

## EDUCATION

Bachelor's degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Speaking; learning strategies; social perceptiveness; service orientation; active listening.

## ABILITIES

Oral & written comprehension & expression; speech clarity; fluency of ideas; problem sensitivity.

## KNOWLEDGE

Know education & training; understand English language; know psychology; know fine arts.

## TASKS

Instruct students, adapting teaching methods to meet students' varying needs & interests. Evaluate children's performance, behavior, social development, & physical health. Teach basic skills such as color, shape, number & letter recognition, personal hygiene, & social skills. Demonstrate activities to children. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, & selecting activities of interest to them. Confer with other staff members to plan lessons promoting learning, following approved curricula. Confer with parents or guardians, other teachers, counselors, & administrators to resolve students' behavioral & academic problems. Enforce rules for behavior, & policies & procedures to maintain order among students. Establish clear objectives for all lessons, units, & projects, & communicate those objectives to children. Guide & counsel students with adjustment and/or academic problems, or special academic interests.

## WORK ACTIVITIES

Obtain, document, & record information; train & teach others; assist & care for others; establish & maintain personal relationships; organize, plan, & prioritize work; think creatively.

## WORK CONTEXT

Work indoors. Maintain contact with others. Responsible for health & safety of others. Spend time sitting, standing, walking & running.

## ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

## WORKING CONDITIONS

Work a ten-month school year. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,401	1,786

Very fast growth to 2012. Around 64 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$39,800	\$31,600 – 50,700
Kentucky	-	\$39,500	\$31,100 – 48,500

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Over 95 percent work in elementary & secondary schools; rest spread across many industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

## RELATED OCCUPATIONS

Teachers—preschool, elementary, middle, & secondary; education administrators; librarians; counselors; writers & editors; public relations specialists; management analysts.

**JOB DESCRIPTION**

Instruct children (normally up to 5 years of age) in activities designed to promote social, physical, & intellectual growth needed for primary school in preschool, day care center, or other child development facility. May be required to hold State certification.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Speaking; instructing; active listening; learning strategies; social perceptiveness; reading comprehension.

**ABILITIES**

Oral & written comprehension & expression; speech clarity.

**KNOWLEDGE**

Know education & training; understand English language; know customer service; know psychology; know mathematics; know history & archeology.

**TASKS**

Establish clear objectives for all lessons, units, & projects, & communicate those objectives to children. Organize & lead activities designed to promote physical, mental & social development. Plan activities for a balanced program of instruction, demonstration, & work time that provides students with opportunities to observe, question, & investigate. Prepare materials & classrooms for class activities. Teach basic skills such as color, shape, number & letter recognition, personal hygiene, & social skills. Adapt teaching methods & instructional materials to meet students' varying needs & interests. Arrange indoor & outdoor space to facilitate creative play, motor-skill activities, & safety. Assimilate arriving children to the school environment by greeting them, helping them remove outerwear, & selecting activities of interest to them. Attend to children's basic needs by feeding them, & dressing them.

**WORK ACTIVITIES**

Train & teach others; think creatively; assist & care for others; maintain interpersonal relationships; interpret the meaning of information for others; develop objectives & strategies; maintain up-to-date knowledge.

**WORK CONTEXT**

Work indoors. Important to be accurate. Responsible for the health & safety of others. Spend time walking, running, sitting, & standing.

**ADVANCEMENT OPPORTUNITIES**

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

**WORKING CONDITIONS**

Work a ten-month school year. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
17,273	18,348

Fast growth to 2012. Around 717 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$41,800	\$33,300 – 53,000
Kentucky	-	\$39,400	\$31,700 – 46,200

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Nearly all work in elementary & secondary schools.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

## JOB DESCRIPTION

Teach students in public or private schools in one or more subjects at the middle, intermediate, or junior high level, which falls between elementary & senior high school as defined by applicable State laws & regulations.

## EDUCATION

Bachelor's degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Speaking; instructing; active listening; learning strategies; social perceptiveness; reading comprehension.

## ABILITIES

Oral & written comprehension & expression; speech clarity.

## KNOWLEDGE

Know education & training; understand English language; know administrative & clerical procedures; know psychology; know mathematics; know therapy & counseling.

## TASKS

Establish clear objectives for all lessons, units, & projects, & communicate these objectives to students. Instruct through lectures, discussions, & demonstrations in one or more subjects such as English, mathematics, or social studies. Prepare, administer, & grade tests & assignments in order to evaluate students' progress. Assign lessons & correct homework. Adapt teaching methods & instructional materials to meet students' varying needs & interests. Confer with other staff members to plan & schedule lessons promoting learning, following approved curricula. Confer with parents or guardians, other teachers, counselors, & administrators in order to resolve students' behavioral & academic problems. Enforce all administration policies & rules governing students. Establish & enforce rules for behavior & procedures for maintaining order among the students for whom they are responsible. Guide & counsel students with adjustment and/or academic problems, or special academic interests.

## WORK ACTIVITIES

Train & teach others; obtain, document & record information; communicate with persons outside organization; interpret the meaning of information for others; maintain up-to-date knowledge.

## WORK CONTEXT

Work indoors. Important to be accurate. Must deal with unpleasant or angry people. Coordinate & lead others. Spend time sitting & standing.

## ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

## WORKING CONDITIONS

Work a ten-month school year. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
7,332	8,282

Average growth to 2012. Around 276 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$41,800	\$33,600 – 52,800
Kentucky	-	\$40,000	\$32,500 – 47,100

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Nearly all work in elementary & secondary schools.

## ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

## RELATED OCCUPATIONS

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

## JOB DESCRIPTION

Instruct students in secondary public or private schools in one or more subjects at the secondary level, such as English, mathematics, or social studies. May be designated according to subject matter specialty, such as typing instructors, commercial teachers, or English teachers.

## EDUCATION

Bachelor's degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Speaking; instructing; active listening; learning strategies; social perceptiveness; reading comprehension.

## ABILITIES

Oral & written comprehension & expression; speech clarity.

## KNOWLEDGE

Know education & training; understand English language; know administrative & clerical procedures; know psychology; know mathematics; know therapy & counseling.

## TASKS

Establish clear objectives for all lessons, units, & projects, & communicate those objectives to students. Instruct through lectures, discussions, & demonstrations in one or more subjects such as English, mathematics, or social studies. Prepare, administer, & grade tests & assignments to evaluate students' progress. Assign & grade class work & homework. Adapt teaching methods & instructional materials to meet students' varying needs & interests. Confer with other staff members to plan & schedule lessons promoting learning, following approved curricula. Confer with parents or guardians, other teachers, counselors, & administrators in order to resolve students' behavioral & academic problems. Enforce all administration policies & rules governing students. Establish & enforce rules for behavior & procedures for maintaining order among the students for whom they are responsible.

## WORK ACTIVITIES

Train & teach others; obtain, document & record information; communicate with persons outside organization; interpret the meaning of information for others; maintain up-to-date knowledge.

## WORK CONTEXT

Work indoors. Important to be accurate. Must deal with unpleasant or angry people. Coordinate & lead others.

## ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

## WORKING CONDITIONS

Work a ten-month school year. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
9,488	11,410

Fast growth to 2012. Around 494 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$44,000	\$34,700 – 55,400
Kentucky	-	\$40,700	\$34,900 – 48,200

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Nearly all work in elementary & secondary schools.

## ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

## RELATED OCCUPATIONS

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

## JOB DESCRIPTION

Teach elementary & preschool school subjects to educationally & physically handicapped students. Includes teachers who specialize & work with audibly & visually handicapped students & those who teach basic academic & life processes skills to the mentally impaired.

## EDUCATION

Bachelor's degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Speaking; instructing; monitoring; active listening; learning strategies; social perceptiveness.

## ABILITIES

Oral & written comprehension & expression; speech clarity; problem sensitivity.

## KNOWLEDGE

Know education & training; understand English language; know customer service; know psychology; know therapy & counseling.

## TASKS

Develop & implement strategies to meet the needs of students with a variety of handicapping conditions. Instruct students in academic subjects in order to reinforce learning & to meet students' varying needs & interests. Instruct students in daily living skills required for independent maintenance & self-sufficiency. Develop individual educational plans designed to promote students' educational, physical, & social development. Modify the general education curriculum for special-needs students based upon a variety of instructional techniques & technologies. Confer with other staff members to plan & schedule lessons promoting learning, following approved curricula. Work to resolve students' behavioral & academic problems. Coordinate placement of students with special needs into mainstream classes. Establish & enforce rules for behavior & policies & procedures to maintain order among the students for whom they are responsible.

## WORK ACTIVITIES

Train & teach others; obtain information; communicate with persons outside organization; interpret the meaning of information for others; make decisions & solve problems.

## WORK CONTEXT

Work indoors. Important to be accurate. Must deal with unpleasant or angry people. Coordinate & lead others. Spend time sitting & standing.

## ADVANCEMENT OPPORTUNITIES

Can advance to become supervisors or administrators. May earn advanced degrees & become instructors in colleges.

## WORKING CONDITIONS

Work a traditional ten-month school year. Occasionally, must cope with unruly behavior. Work can be emotionally & physically draining.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2004	2012
2,918	3,798

Very fast growth to 2012. Around 174 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$42,700	\$34,200 – 54,300
Kentucky	-	\$38,100	\$30,900 – 45,600

## LOCATION

A fifth of all job openings in Bluegrass area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Nearly all work in elementary & secondary schools.

## ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

## RELATED OCCUPATIONS

Psychologists, social workers, speech-language pathologists & audiologists, counselors, teacher assistants, occupational therapists, recreational therapists, teachers—preschool, kindergarten, elementary, middle, & secondary.



## JOB DESCRIPTION

Teach middle school subjects to educationally & physically handicapped students. Includes teachers who specialize & work with audibly & visually handicapped students & those who teach basic academic & life processes skills to the mentally impaired.

## EDUCATION

Bachelor's degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Speaking; monitoring; instructing; active listening; learning strategies; social perceptiveness.

## ABILITIES

Oral & written comprehension & expression; problem sensitivity; speech clarity.

## KNOWLEDGE

Know education & training; understand English language; know customer service; know psychology; know therapy & counseling.

## TASKS

Implement strategies to meet the needs of students with a variety of handicapping conditions. Instruct students in daily living skills required for independent maintenance. Instruct students in one or more subjects. Confer with parents, administrators, testing specialists, social workers, & professionals to develop individual educational plans designed to promote student development. Employ special educational strategies & techniques during instruction to improve the development of sensory- & perceptual-motor skills, language, cognition, & memory. Modify the general education curriculum for special-needs students based upon a variety of instructional techniques & instructional technology. Confer with peers & parents in order to resolve students' behavioral & academic problems. Coordinate placement of students with special needs into mainstream classes. Establish & enforce rules for behavior & policies & procedures to maintain order among students.

## WORK ACTIVITIES

Train & teach others; obtain information; communicate with persons outside organization; interpret the meaning of information for others; maintain interpersonal relationships; make decisions & solve problems.

## WORK CONTEXT

Work indoors. Important to be accurate. Must deal with unpleasant or angry people. Coordinate & lead others. Spend time sitting & standing.

## ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

## WORKING CONDITIONS

Work a ten-month school year. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,433	1,859

Very fast growth to 2012. Around 85 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$41,400	\$33,500 – 52,400
Kentucky	-	\$37,800	\$30,300 – 46,300

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Nearly all work in elementary & secondary schools.

## ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

## RELATED OCCUPATIONS

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

## JOB DESCRIPTION

Teach secondary school subjects to educationally & physically handicapped students. Includes teachers who specialize & work with audibly & visually handicapped students & those who teach basic academic & life processes skills to the mentally impaired.

## EDUCATION

Bachelor's degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Speaking; monitoring; instructing; active listening; learning strategies; social perceptiveness.

## ABILITIES

Oral & written comprehension & expression; problem sensitivity; speech clarity.

## KNOWLEDGE

Know education & training; understand English language; know customer service; know psychology; know therapy & counseling.

## TASKS

Implement strategies to meet the needs of students with a variety of handicapping conditions. Instruct students in daily living skills required for independent maintenance. Instruct students in one or more. Confer with parents, administrators, testing specialists, social workers, & professionals to develop individual educational plans designed to promote student development. Modify the general education curriculum for special-needs students. Confer with other staff members to plan lessons promoting learning, following approved curricula. Confer with peers & parents in order to resolve students' behavioral & academic problems. Coordinate placement of students with special needs into mainstream classes. Employ special educational strategies & techniques during instruction to improve the development of sensory- & perceptual-motor skills, language, cognition, & memory. Establish & enforce rules for behavior & policies & procedures to maintain order among students.

## WORK ACTIVITIES

Train & teach others; obtain information; communicate with persons outside organization; interpret the meaning of information for others; maintain interpersonal relationships; make decisions & solve problems.

## WORK CONTEXT

Work indoors. Important to be accurate. Must deal with unpleasant or angry people. Coordinate & lead others. Spend time sitting & standing.

## ADVANCEMENT OPPORTUNITIES

May move into positions as school librarians, reading specialists, curriculum specialists, or guidance counselors. Can become administrators or supervisors, although the number of these positions is limited & competition can be intense.

## WORKING CONDITIONS

Work a ten-month school year. Occasionally, teachers must cope with unruly behavior. Accountability standards may increase stress levels.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,657	2,145

Very fast growth to 2012. Around 98 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$44,100	\$35,300 – 56,900
Kentucky	-	\$40,400	\$32,900 – 48,400

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Nearly all work in elementary & secondary schools.

## ALTERNATE OCCUPATIONAL TITLES

No alternate occupational titles for this occupation.

## RELATED OCCUPATIONS

Teachers—postsecondary; counselors; teacher assistants; education administrators; librarians; child care workers; public relations specialists; social workers; athletes, coaches, umpires, & related workers.

**JOB DESCRIPTION**

Teach or instruct courses other than those that normally lead to an occupational objective or degree. Courses may include self-improvement, non-vocational, & nonacademic subjects. Teaching may or may not take place in a traditional educational institution.

**EDUCATION**

Work experience in a related occupation. Licensing through Kentucky State Police Driver Testing Section.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Instructing; speaking; active listening; reading comprehension; learning strategies.

**ABILITIES**

Oral & written comprehension & expression; speech clarity.

**KNOWLEDGE**

Know education & training; know principles of business & management; know administrative & clerical procedures; understand English language; know computers & electronics; know sociology & anthropology; know psychology; know mathematics.

**TASKS**

Conduct classes & workshops to teach skills such as cooking, dancing, writing, physical fitness, photography, personal finance, & flying. Instruct students using various teaching methods. Adapt teaching methods & instructional materials to meet students' varying needs & interests. Grade class work & homework. Confer with other professionals to plan & schedule lessons promoting learning & development. Enforce policies & rules governing students. Establish clear objectives for all lessons, units, & projects, & communicate those objectives to students. Instruct & monitor students in use & care of equipment & materials, in order to prevent injury & damage. Maintain accurate & complete student records as required by administrative policy. Meet with other instructors to discuss individual students & their progress.

**WORK ACTIVITIES**

Train, teach, coach, & develop others; obtain information; communicate with persons outside organization; maintain interpersonal relationships; make decisions & solve problems.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Coordinate & lead others. Spend time sitting & standing.

**ADVANCEMENT OPPORTUNITIES**

Advancement opportunities vary. Part-time teachers may move into full-time positions or program administrator positions. May use classroom experience to move into policy work. May advance to administrative positions or go on to start a school or program. May also mentor.

**WORKING CONDITIONS**

Vast majority work part-time, often after school or work hours for their students. Students are often adults, limiting many of the discipline or behavioral problems presented by younger students.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,108	1,581

Very fast growth to 2012. Around 71 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$14.09	\$29,300	\$20,500 – 41,000
Kentucky	\$11.13	\$23,200	\$15,900 – 34,700

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 21 percent work in other schools & instruction; 21 percent in junior colleges; 15 percent are self-employed; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Remedial teachers; adult literacy teachers.

**RELATED OCCUPATIONS**

Dancers & choreographers; artists & related workers; musicians, singers, & related workers; recreation & fitness workers; athletes, coaches, umpires, & related workers; preschool, kindergarten, elementary school, middle school, & secondary school teachers; special education teachers, counselors, & social workers.

**JOB DESCRIPTION**

Perform duties that are instructional in nature or deliver direct services to students or parents. Serve in a position for which a teacher or another professional has ultimate responsibility for the design & implementation of educational programs & services.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Speaking; instructing; active listening; learning strategies; reading comprehension.

**ABILITIES**

Oral & written comprehension & expression; speech clarity.

**KNOWLEDGE**

Know education & training; understand English language; know customer service; know psychology; know therapy & counseling; know administrative & clerical procedures; know mathematics.

**TASKS**

Discuss assigned duties with classroom teachers in order to coordinate instructional efforts. Prepare lesson materials. Present subject matter to students under the direction & guidance of teachers, using lectures, discussions, or supervised role-playing methods. Tutor & assist children individually or in small groups in order to help them master assignments & to reinforce learning concepts presented by teachers. Supervise students in classrooms, halls, cafeterias, school yards, & gymnasiums, or on field trips. Conduct demonstrations to teach such skills as sports, dancing, & handicrafts. Distribute teaching materials such as textbooks, workbooks, papers, & pencils to students. Distribute tests & homework assignments, & collect them when they are completed. Enforce administration policies & rules governing students. Grade homework & tests & compute & record results.

**WORK ACTIVITIES**

Train & teach others; obtain information; communicate with persons outside organization; maintain interpersonal relationships; communicate with peers, supervisors, & subordinates.

**WORK CONTEXT**

Work indoors. Important to be accurate. Maintain contact with others, including external customers. Spend time sitting & standing.

**ADVANCEMENT OPPORTUNITIES**

Comes primarily with experience or additional education. School districts may provide time away from the job or tuition reimbursement so that teacher assistants can earn their bachelor's degrees & pursue licensed teaching positions.

**WORKING CONDITIONS**

Four in ten teacher assistants work part time. Among full-time workers, nearly 40 percent work less than 8 hours a day. Occasionally, must cope with unruly behavior. Work can be emotionally & physically draining.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
17,506	21,572

Very fast growth to 2012. Around 827 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$18,700	\$14,900 – 23,600
Kentucky	-	\$18,200	\$15,600 – 22,200

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Nearly all work in elementary & secondary schools.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Preschool, kindergarten, elementary, middle, & secondary school teachers; special education teachers; school librarians; childcare workers; library technicians; library assistants; occupational therapy assistants; aides.

**JOB DESCRIPTION**

Design or create graphics to meet specific commercial or promotional needs, such as packaging, displays, or logos. May use a variety of mediums to achieve artistic or decorative effects.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Time management; coordination; active listening; active learning; judgment & decision making.

**ABILITIES**

Oral comprehension; speech clarity & recognition; visualization; near vision; fluency of ideas; originality.

**KNOWLEDGE**

Know computers & electronics; understand English language; know communications & media; know design; know customer service.

**TASKS**

Create designs, concepts, & sample layouts based on knowledge of layout principles & esthetic design concepts. Determine size & arrangement of illustrative material & copy, & select style & size of type. Use computer software to generate new images. Mark up, paste, & assemble final layouts to prepare layouts for printer. Draw & print charts, graphs, illustrations, & other artwork, using computer. Review final layouts & suggest improvements as needed. Confer with clients to discuss & determine layout design. Develop graphics & layouts for product illustrations, company logos, & Internet websites. Key information into computer equipment to create layouts for client or supervisor. Prepare illustrations or rough sketches of material, discussing them with clients and/or supervisors & making necessary changes.

**WORK ACTIVITIES**

Think creatively; interact with computers; obtain information; make decisions & solve problems; maintain up-to-date knowledge.

**WORK CONTEXT**

Work indoors. Important to be accurate. Maintain contact with others, often in a group or team setting. Spend time sitting & standing. Spend time making repetitive motions. Time pressures common.

**ADVANCEMENT OPPORTUNITIES**

Experienced designers in large firms may advance to chief designer, design department head, or other supervisory positions. May also become teachers at colleges & universities.

**WORKING CONDITIONS**

Mostly employed by manufacturing establishments, large corporations, or design firms, but some freelance or work for smaller corporations. May adjust workday to suit clients' schedules & deadlines.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,772	2,455

Very fast growth to 2012. Around 92 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$36,700	\$28,100 – 48,800
Kentucky	-	\$30,500	\$23,200 – 38,400

**LOCATION**

About two fifths work in Louisville area; nearly a sixth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Approximately 26 percent are self-employed; 12 percent in publishing industries; 11 percent in specialized design; rest spread among various industries.

**ALTERNATE OCCUPATIONAL TITLES**

Designers.

**RELATED OCCUPATIONS**

Artists & related workers; architects, except landscape & naval; engineers; landscape architects; photographers.

**JOB DESCRIPTION**

Coach groups or individuals in the fundamentals of sports. Demonstrate techniques & methods of participation. May evaluate athletes' strengths & weaknesses as possible recruits or to improve the athletes' technique to prepare them for competition. Those required to hold teaching degrees should be reported in the appropriate teaching category.

**EDUCATION**

Long-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Instructing; negotiation; management of personnel resource; judgment & decision making; speaking.

**ABILITIES**

Oral expression; far vision; visualization; problem sensitivity; deductive reasoning; speech clarity.

**KNOWLEDGE**

Know education & training; understand English language; know sales & marketing; know business & management principles; know psychology.

**TASKS**

Adjust coaching techniques based on the strengths & weaknesses of athletes. Analyze the strengths & weaknesses of opposing teams in order to develop game strategies. Evaluate athletes' skills in order to determine their fitness & potential in a particular area of athletics. Explain & demonstrate the use of sports & training equipment. Enforce safety rules & regulations. File scouting reports that detail player assessments, provide recommendations on athlete recruitment, & identify locations & individuals to be targeted for future recruitment efforts. Identify & recruit potential athletes. Instruct individuals or groups in sports rules, game strategies, & performance principles such as specific ways of moving the body, hands, and/or feet in order to achieve desired results. Keep abreast of changing rules, techniques, technologies, & philosophies relevant to a particular sport.

**WORK ACTIVITIES**

Coach & develop others; obtain information; make decisions & solve problems; communicate with supervisors, peers, & subordinates; judge the qualities of things, service, or people.

**WORK CONTEXT**

Work both indoors & outdoors. Spend time sitting, standing, walking, & running. Coordinate & lead others. Responsible for health & safety of others. Frequency of conflict situations.

**ADVANCEMENT OPPORTUNITIES**

May begin as assistants & work towards a head position. May also move to larger institutions, with greater responsibility.

**WORKING CONDITIONS**

Often work irregular hours. May coach more than one sport. Must travel to various events. May be exposed to various weather conditions.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,465	1,853

Very fast growth to 2012. Around 75 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$27,900	\$17,900 – 42,300
Kentucky	-	\$26,300	\$15,500 – 40,600

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 37 percent work for colleges, universities, & professional schools; 21 percent work in other schools & instruction; 17 percent are self-employed; rest spread among various industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Dietitians & nutritionists; physical therapists; recreation & fitness workers; recreational therapists; teachers—preschool, kindergarten, elementary, middle, & secondary.



**JOB DESCRIPTION**

Engage in promoting or creating good will for individuals, groups, or organizations by writing or selecting favorable publicity material & releasing it through various communications media. May prepare & arrange displays, & make speeches.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Speaking; writing; persuasion; critical thinking; active listening; complex problem solving; coordination; social perceptiveness.

**ABILITIES**

Oral & written expression & comprehension; speech clarity; fluency of ideas.

**KNOWLEDGE**

Know sales & marketing; know communications & media; know mathematics; know telecommunications; know psychology.

**TASKS**

Arrange public appearances, lectures, contests, or exhibits for clients. Consult with advertising agencies or staff to arrange promotional campaigns in all types of media for products, organizations, or individuals. Establish & maintain cooperative relationships with representatives of community, consumer, employee, & public interest groups. Plan & direct development & communication of informational programs. Prepare or edit organizational publications for internal & external audiences. Respond to requests for information from the media or designate another appropriate spokesperson or information source. Study the objectives, promotional policies & needs of organizations to develop public relations strategies that will influence public opinion or promote ideas, products & services. Confer with production & support personnel to produce or coordinate production of advertisements & promotions. Deliver speeches to further public relations objectives.

**WORK ACTIVITIES**

Communicate with persons outside an organization; judge the qualities of things, services, or people; obtain information; make decisions & solve problems; organize, plan, & prioritize work.

**WORK CONTEXT**

Work indoors. Maintain contact with others, particularly external customers. Coordinate & lead others.

**ADVANCEMENT OPPORTUNITIES**

May come as public relations specialists show that they can handle more demanding assignments. Some experienced public relations specialists start their own consulting firms.

**WORKING CONDITIONS**

Work a 35- to 40-hour week, but unpaid overtime is common. Occasionally must be on call. Work schedules can be irregular & frequently interrupted. Schedules often have to be rearranged.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,984	2,454

Very fast growth to 2012. Around 86 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	-	\$41,700	\$31,300 – 56,200
Kentucky	-	\$34,300	\$27,600 – 44,900

**LOCATION**

About three fifths work in Louisville area; nearly a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Approximately 12 percent work for colleges, universities, & professional schools; rest spread among various industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Advertising, marketing, promotions, public relations, & sales managers; demonstrators, product promoters, & models; news analysts, reporters, & correspondents; lawyers; market & survey researchers; sales representatives, wholesale & manufacturing; police & detectives.

**JOB DESCRIPTION**

Originate & prepare written material, such as scripts, stories, advertisements, & other material.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Speaking; writing; reading comprehension; monitoring; active listening; critical thinking; complex problem solving; coordination.

**ABILITIES**

Oral & written expression & comprehension; near vision; speech clarity; originality; fluency of ideas.

**KNOWLEDGE**

Understand English language; know communications & media; know computers & electronics; know clerical & administrative procedures; know sales & marketing; know fine arts; know psychology.

**TASKS**

Write words to fit musical compositions. Adapt text to accommodate musical requirements of composer & singer. Write poetry for publication. Express personal feeling & experiences or ideas. Write short stories, novels, biographies, articles, descriptive or critical analyses, plays, scripts, or essays. Revise material to meet needs of client, publisher, director, or producer. Develop factors to create material for publication or performance. Write captions to describe music & background noises. Edit caption phrases. Synchronize captions with dialogue & place them on the screen. Translate captions across languages. Edit translations for correctness of grammar, punctuation, & clarity of expression. Conduct research to determine which selling features should be promoted. Write advertising copy. Write articles, bulletins, sales letters, speeches, & other related informative, marketing & promotional material.

**WORK ACTIVITIES**

Evaluate information to determine compliance with standards; interact with computers; interpret the meaning of information for others; monitor processes, materials, or surroundings; communicate with supervisors, peers, & subordinates; identify objects, actions, & events; think creatively; obtain information.

**WORK CONTEXT**

Work indoors. Spend time sitting. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

Beginners generally do research, fact checking, or copy editing. Advancement to full-scale writing or editing assignments may occur more slowly for newer writers & editors in larger organizations than for employees of smaller companies. Advancement often is more predictable with the assignment of more important articles.

**WORKING CONDITIONS**

Work a 35- to 40-hour week mostly, but deadlines might require additional hours. Shifts will vary depending upon the environment.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,292	1,743

Very fast growth to 2012. Around 76 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$20.57	\$42,800	\$29,100 – 58,900
Kentucky	\$17.78	\$37,000	\$28,900 – 53,100

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Approximately 66 percent are self-employed; rest spread among various industries.

**ALTERNATE OCCUPATIONAL TITLES**

Editors.

**RELATED OCCUPATIONS**

Announcers; interpreters & translators; news analysts, reporters, & correspondents; public relations specialists.

## JOB DESCRIPTION

Photograph persons, subjects, merchandise, or other commercial products. May develop negatives & produce finished prints. Include scientific photographers, aerial photographers, & photojournalists.

## EDUCATION

Long-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Equipment selection; operation & control; science; operations analysis; complex problem solving; monitoring.

## ABILITIES

Near & far vision; visual color discrimination; information ordering; arm-hand steadiness; visualization.

## KNOWLEDGE

Know chemistry; know fine arts; know communications & media; know physics; know biology; know medicine & dentistry.

## TASKS

Frame subject matter & background in lens to capture desired image. Select & assemble equipment & required background properties, according to subject, materials, & conditions. Direct activities of workers assisting in setting up photographic sets. Estimate or measure light level, distance, & number of exposures needed, using measuring devices & formulas. Photograph variety of subject material to illustrate or record scientific or medical data or phenomena, related to an area of interest. Sight & focus camera to take picture of subject material to illustrate or record scientific or medical data or phenomena. Plan methods & procedures for photographing subject material & set-up of required equipment. Engage in research to develop new photographic procedure, materials, & scientific data. Set up, mount, or install photographic equipment & cameras. Remove exposed film & develops film, using chemicals, touch up tools, & equipment.

## WORK ACTIVITIES

Handle & move objects; identify objects, actions, & events; organize, plan, & prioritize work; think creatively; monitor processes, materials, or surroundings; obtain information.

## WORK CONTEXT

Work indoors or outdoors, depending on subject matter. Important to be accurate.

## ADVANCEMENT OPPORTUNITIES

With experience, may advance to photography or picture editor positions. May also teach at technical schools, film schools, or universities.

## WORKING CONDITIONS

Most often a standard 5-day, 40-hour workweek, but hours will fluctuate depending upon the type of work. Income will often fluctuate with the variable hours. Must have a knowledge of copyright infringement laws.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,146	1,473

Very fast growth to 2012. Around 63 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.56	\$24,000	\$17,700 – 34,900
Kentucky	\$10.42	\$21,700	\$15,000 – 30,000

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Roughly 46 percent are self-employed; around 30 percent work in other professional, scientific, & technical services; rest spread among a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Architects, except landscape & naval; artists & related workers; designers; news analysts, reporters, & correspondents; television, video, & motion picture camera operators & editors.

**JOB DESCRIPTION**

Compound & dispense medications following prescriptions issued by physicians, dentists, or other authorized medical practitioners.

**EDUCATION**

First professional degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Reading comprehension; science; mathematics; active listening; critical thinking; judgment & decision making; writing.

**ABILITIES**

Oral & written expression & comprehension; information ordering; mathematical reasoning.

**KNOWLEDGE**

Know chemistry; know medicine & dentistry; know administration & management principles; know biology; know computers & electronics; understand English language.

**TASKS**

Assay radiopharmaceuticals, verify rates of disintegration, & calculate the volume required to produce the desired results, to ensure proper dosages. Assess the identity, strength & purity of medications. Compound & dispense medications as prescribed by doctors & dentists. Prepare sterile solutions & infusions for use in surgical procedures, emergency rooms, or patients' homes. Review prescriptions to assure accuracy, to ascertain the needed ingredients, & to evaluate their suitability. Advise customers on the selection of medication brands, medical equipment & health-care supplies. Analyze prescribing trends to monitor patient compliance & to prevent excessive usage or harmful interactions. Collaborate with other health care professionals to plan, monitor, review, & evaluate the quality & effectiveness of drugs & drug regimens, providing advice on drug applications & characteristics. Compound radioactive substances & reagents to prepare radiopharmaceuticals, following radiopharmacy laboratory procedures.

**WORK ACTIVITIES**

Obtain information; identify objects, actions, & events; communicate with peers, supervisors, & subordinates; maintain up-to-date knowledge; evaluate information to determine compliance with standards.

**WORK CONTEXT**

Work indoors. Maintain contact with others. Coordinate & lead others. Responsible for the health & safety of others. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

May be promoted to pharmacy supervisor or manager at the store level, then to manager at the district or regional level, & later to an executive position. Hospital pharmacists may advance to supervisory or administrative positions.

**WORKING CONDITIONS**

Work in clean, well-lighted, & well-ventilated areas. Wear gloves & masks at times. May travel to nursing homes or other facilities. About 19 percent of pharmacists worked part time in 2002. Most full-time salaried pharmacists worked about 40 hours a week. Some may work more.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,969	4,831

Moderately fast growth to 2012. Around 181 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$37.04	\$77,000	\$66,200 – 87,300
Kentucky	\$38.18	\$79,400	\$69,700 – 88,300

**LOCATION**

About one fifth work in Louisville area; another fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 54 percent work in health & personal care stores; 18 percent in hospitals; rest spread among a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Pharmacy technicians & pharmacy aides; biological scientists, medical scientists, & chemists; materials scientists; physicians & surgeons.

**JOB DESCRIPTION**

Assess patient health problems & needs, develop & implement nursing care plans, & maintain medical records. Administer nursing care to patients. May advise patients on health maintenance & disease prevention or provide case management. Includes advance practice nurses such as: nurse practitioners, clinical nurse specialists, certified nurse midwives, & certified registered nurse anesthetists. (Advanced practice nursing is practiced by those who have specialized formal, post-basic education.)

**EDUCATION**

Associate's degree. Licensing through Kentucky Board of Nurses.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Reading comprehension; science; critical thinking; active listening.

**ABILITIES**

Problem sensitivity; oral & written comprehension; written expression; information ordering; near vision.

**KNOWLEDGE**

Know chemistry; know medicine & dentistry; know psychology; know biology; know therapy & counseling.

**TASKS**

Consult & coordinate with health care team members to plan patient care plans. Maintain accurate reports & records. Modify patient treatment plans as indicated by patients' responses & conditions. Monitor all aspects of patient care, including diet & physical activity. Monitor & record changes in patients' conditions. Observe nurses & visit patients to ensure that proper nursing care is provided. Prepare patients for, & assist with, examinations & treatments. Prepare rooms, sterile instruments, equipment & supplies, & ensure that stock of supplies is maintained. Provide health care, first aid, immunizations & assistance in convalescence & rehabilitation in locations such as schools, hospitals, & industry. Record patients' medical information & vital signs.

**WORK ACTIVITIES**

Obtain, document, & record information; monitor process, materials, or surroundings; communicate with peers, supervisors, & subordinates; maintain up-to-date knowledge; assist & care for others.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. May be exposed to disease & infections. Responsible for the health & safety of others. Important to be accurate. Wear protective gear.

**ADVANCEMENT OPPORTUNITIES**

Experience & good performance can lead to promotion. Can move into a nursing specialty such as clinical nurse specialist, nurse practitioner, certified nurse midwife, or certified registered nurse anesthetist.

**WORKING CONDITIONS**

Work in clean, well-lighted hospital environment. Wear gloves & masks at times. May stand for long periods. Usually work about 40 hours a week. Weekends, nights, & mornings are all possible.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
37,821	43,054

Moderately fast growth to 2012. Around 1,418 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$23.12	\$48,100	\$40,100 – 57,500
Kentucky	\$20.52	\$42,700	\$36,200 – 50,600

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

About 55 percent work in hospitals; remainder spread among several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Emergency medical technicians & paramedics; occupational therapists; physical therapists, physician assistants, respiratory therapists; social workers.

**JOB DESCRIPTION**

Assess, plan, organize, & participate in rehabilitative programs that improve mobility, relieve pain, increase strength, & decrease or prevent deformity of patients suffering from disease or injury.

**EDUCATION**

Master's degree. Licensed by Kentucky State Board of Physical Therapy.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Reading comprehension; time management; instructing; active listening; critical thinking.

**ABILITIES**

Problem sensitivity; oral & written comprehension; oral expression; inductive reasoning.

**KNOWLEDGE**

Know biology; know medicine & dentistry; know education & training; know customer service; know therapy & counseling.

**TASKS**

Carry out individually designed programs of physical treatment to improve physical functioning, alleviate pain & prevent physical dysfunction in patients. Perform an initial exam, evaluating data to identify problems & determine a diagnosis prior to intervention. Evaluate effects of treatment at various stages & adjust treatments to achieve maximum benefit. Administer manual exercises to help relieve pain, increase the patient's strength, & decrease or prevent deformity & crippling. Instruct patient & family in treatment procedures to be continued at home. Confer with the patient, medical practitioners & appropriate others to plan, implement & assess the intervention program. Review physician's referral & patient's medical records to help determine diagnosis & physical therapy treatment required. Record progress in patient's chart or enter information into computer. Discharge patient from physical therapy when goals or projected outcomes have been attained & provide for appropriate follow up care or referrals.

**WORK ACTIVITIES**

Obtain information; maintain interpersonal relationships; make decisions & solve problems; assist & care for others; identify actions, objects & events.

**WORK CONTEXT**

Work indoors. Maintain contact with others, often in close proximity. hold face-to-face discussions. Work in a group or team environment. Freedom to make decisions. Spend time standing.

**ADVANCEMENT OPPORTUNITIES**

Expected to continue professional development by participating in continuing education courses & workshops. Some states require continuing education as a condition of maintaining one's licensure.

**WORKING CONDITIONS**

Work in hospitals, clinics, & private offices. Work a forty-hour week, often including evenings & weekends. Can be physically demanding due to stooping, kneeling, crouching, lifting, & standing for long periods.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,156	2,738

Very fast growth to 2012. Around 93 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$27.56	\$57,300	\$48,500 – 70,100
Kentucky	\$25.26	\$52,500	\$44,800 – 62,100

**LOCATION**

About a quarter in each of Louisville & Bluegrass areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 38 percent work in offices & clinics of other health practitioners; about 21 percent in hospitals; rest spread among several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Audiologists; chiropractors; physical therapists; recreational therapists; rehabilitation counselors; respiratory therapists; speech-language pathologists.



## JOB DESCRIPTION

Assess & treat persons with speech, language, voice, & fluency disorders. May select alternative communication systems & teach their use. May perform research related to speech & language problems.

## EDUCATION

Master's degree. Licensed by the Occupations & Professions Division.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Instructing; speaking; active learning; learning strategies; reading comprehension; writing.

## ABILITIES

Oral & written comprehension & expression; speech clarity.

## KNOWLEDGE

Know therapy & counseling; understand English language; know medicine & dentistry; know education & training; know administration & management principles; know human resources.

## TASKS

Administer hearing or speech/language examinations to patients to collect information on type & degree of impairments. Develop & implement treatment plans for problems such as stuttering, delayed language, swallowing disorders, & inappropriate pitch or harsh voice problems. Develop speech exercise programs to reduce disabilities. Evaluate hearing & speech/language test results & medical or background information to diagnose treatment for speech, language, fluency, voice, & swallowing disorders. Instruct clients in techniques for more effective communication, including sign language, lip reading, & voice improvement. Monitor patients' progress & adjust treatments accordingly. Record information on the initial evaluation, treatment, progress, & discharge of clients. Refer clients to additional medical or educational services if needed. Teach clients to control or strengthen tongue, jaw, face muscles, & breathing mechanisms. Communicate with non-speaking students, using sign language or computer technology.

## WORK ACTIVITIES

Obtain information; make decisions & solve problems; maintain up-to-date knowledge; identify objects, actions, & events.

## WORK CONTEXT

Work indoors. Maintain contact with others, including external customers. Important to be accurate. Spend time sitting.

## ADVANCEMENT OPPORTUNITIES

The nature of this occupation does not allow for great opportunities for advancement. However, one can pursue a career in instruction.

## WORKING CONDITIONS

Though not physically demanding, this occupation requires attention to detail & intense concentration. The emotional needs of clients & their families may be demanding. Work between 35 & 40 hours per week; some work part time. May spend a substantial amount of time traveling between facilities.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,461	1,835

Very fast growth to 2012. Around 81 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$23.77	\$49,400	\$39,900 – 60,200
Kentucky	\$21.01	\$43,700	\$35,800 – 53,300

## LOCATION

About a fifth in each of Louisville & Bluegrass areas; rest statewide.

## INDUSTRIES OF EMPLOYMENT

About 47 percent work in elementary & secondary schools; rest spread among several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Audiologists; occupational therapists; optometrists; physical therapists; psychologists; recreational therapists; rehabilitation counselors.

## JOB DESCRIPTION

Assess injuries, administer emergency medical care, & extricate trapped individuals. Transport injured or sick persons to medical facilities.

## EDUCATION

Postsecondary vocational award. Licensed by the Cabinet for Health Services Public Health Protection & Safety Division.

## LOCATION OF TRAINING & EDUCATION

Statewide.

## SKILLS

Active listening; critical thinking; speaking; coordination; equipment maintenance.

## ABILITIES

Oral comprehension & expression; problem sensitivity; deductive & inductive reasoning.

## KNOWLEDGE

Know medicine & dentistry; know customer service; know chemistry; know education & training; know public safety & security.

## TASKS

Administer first-aid treatment & life-support care to sick or injured persons in prehospital setting. Operate equipment such as EKGs, external defibrillators & bag-valve mask resuscitators in advanced life-support environments. Assess nature & extent of illness or injury to establish & prioritize medical procedures. Maintain vehicles & medical & communication equipment, & replenish first-aid equipment & supplies. Observe, record, & report to physician the patient's condition or injury, the treatment provided, & reactions to drugs & treatment. Perform emergency diagnostic & treatment procedures, such as stomach suction, airway management & heart monitoring, during ambulance ride. Administer drugs & perform intravenous procedures under a physician's direction. Coordinate work with other emergency medical team members & police & fire department. Communicate with dispatchers & treatment center personnel to provide information about situation, to arrange reception of victims, & to receive instructions for further treatment.

## WORK ACTIVITIES

Make decisions & solve problems; assist & care for others; obtain, document, & record information; operate vehicles & equipment; perform general physical activities.

## WORK CONTEXT

Maintain contact with others, including external customers, often in close proximity. Must work in a group or team environment. May be exposed to disease or infection. Work outdoors, exposed to weather.

## ADVANCEMENT OPPORTUNITIES

Advancement directly correlates to continued schooling.

## WORKING CONDITIONS

Advancement usually means leaving fieldwork. Can become a supervisor, operations manager, administrative director, executive director of emergency services, instructors, dispatchers, or physician assistants.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,256	5,167

Moderately fast growth to 2012. Around 160 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.55	\$24,000	\$19,000 – 31,600
Kentucky	\$9.61	\$20,000	\$16,600 – 23,500

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

About 44 percent work in local government; 35 percent work in other ambulatory healthcare services; rest spread among several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Air traffic controllers; firefighting occupations; physician assistants; police & detectives; registered nurses.

## JOB DESCRIPTION

Prepare medications under the direction of a pharmacist. May measure, mix, count out, label, & record amounts & dosages of medications.

## EDUCATION

Moderate-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Mathematics; reading comprehension; active listening; science; writing.

## ABILITIES

Information ordering; number facility; oral & written comprehension; near vision.

## KNOWLEDGE

Know medicine & dentistry; know computers & electronics; know chemistry; know mathematics; know administrative & clerical procedures.

## TASKS

Add measured drugs or nutrients to intravenous solutions under sterile conditions to prepare intravenous (IV) packs under pharmacist supervision. Compute charges for medication & equipment dispensed to hospital patients, & enter data in computer. Fill bottles with prescribed medications & type & affix labels. Mix pharmaceutical preparations according to written prescriptions. Price & file prescriptions that have been filled. Receive written prescription or refill requests & verify that information is complete & accurate. Supply & monitor robotic machines that dispense medicine into containers, & label the containers. Transfer medication from vials to the appropriate number of sterile, disposable syringes, using aseptic techniques. Answer telephones, responding to questions or requests. Assist customers by answering simple questions, locating items or referring them to the pharmacist for medication information.

## WORK ACTIVITIES

Obtain, process, document, & record information; handle & move objects; communicate with peers, supervisors, & subordinates; identify objects, actions, & events; perform administrative activities.

## WORK CONTEXT

Work indoors. Spend time sitting & standing. Important to be accurate.

## ADVANCEMENT OPPORTUNITIES

Advancement directly correlates to continued schooling & experience.

## WORKING CONDITIONS

Work in clean, organized, well-lighted, & well-ventilated areas. Most of workday is spent on feet. May be required to lift heavy boxes or to use stepladders to retrieve supplies from high shelves. Hours may include evenings, nights, weekends, & holidays. May work varying shifts.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2004	2012
3,943	4,702

Moderately fast growth to 2012. Around 144 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$10.70	\$22,300	\$18,200 – 27,400
Kentucky	\$10.08	\$21,000	\$17,300 – 25,600

## LOCATION

A fifth in Bluegrass area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 57 percent work in health & personal care stores; about 25 percent in hospitals; rest spread among several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Pharmacists & pharmacy aides; dental assistants; licensed practical & licensed vocational nurses; medical transcriptionists; medical records & health information technicians; occupational therapist assistants & aides, physical therapist assistants & aides; surgical technologists.

**JOB DESCRIPTION**

Care for ill, injured, convalescent, or disabled persons in hospitals, nursing homes, clinics, private homes, group homes, & similar institutions. May work under the supervision of a registered nurse. Licensing required.

**EDUCATION**

Postsecondary vocational award. Licensed by the Kentucky Board of Nursing.

**LOCATION OF TRAINING & EDUCATION**

Statewide.

**SKILLS**

Active listening; monitoring; reading comprehension; writing; time management.

**ABILITIES**

Oral comprehension & expression; deductive & inductive reasoning; problem sensitivity; information ordering.

**KNOWLEDGE**

Know medicine & dentistry; know education & training; know therapy & counseling; know customer service; understand English language.

**TASKS**

Observe patients, charting & reporting changes in patients' conditions. Administer prescribed medications or start intravenous fluids, & note times & amounts on patients' charts. Answer patients' calls & determine how to assist them. Measure & record patients' vital signs. Provide basic patient care & treatments, such as taking temperatures & blood pressure, dressing wounds, treating bedsores, giving enemas, douches, alcohol rubs, & massages, or performing catheterizations. Help patients with bathing, dressing, personal hygiene, moving in bed, & standing & walking. Supervise nurses' aides & assistants. Work as part of a health care team to assess patient needs, plan & modify care & implement interventions. Record food & fluid intake & output. Evaluate nursing intervention outcomes, conferring with other health-care team members as necessary.

**WORK ACTIVITIES**

Obtain, document, & record information; make decisions & solve problems; assist & care for others; organize, plan, & prioritize work; maintain up-to-date knowledge.

**WORK CONTEXT**

Work indoors. Deal with external customers, often in face-to-face discussions. Important to be accurate. May be exposed to disease or infection. Work in a group or team environment. Time pressure common.

**ADVANCEMENT OPPORTUNITIES**

May advance by moving to larger facilities.

**WORKING CONDITIONS**

Work in clean, well-lighted areas. Most of workday is spent on feet. May be exposed to unpleasant sights & odors. Forty-hour week which may include evenings, nights, weekends, & holidays. May work varying shifts. May deal with unruly patients.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
12,259	13,515

Average growth to 2012. Around 417 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$15.12	\$31,400	\$26,400 – 37,000
Kentucky	\$13.54	\$28,200	\$24,400 – 33,600

**LOCATION**

About a fifth in each of Louisville & Bluegrass areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 31 percent work in hospitals; about 30 percent in nursing & residential care facilities; rest spread among several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Emergency medical technicians & paramedics; social & human service assistants; surgical technologists; teacher assistants.

## JOB DESCRIPTION

Maintain medical records of hospital & clinic patients in a manner consistent with medical, administrative, ethical, legal, & regulatory requirements of the health care system. Process, maintain, compile, & report patient information for health requirements & standards.

## EDUCATION

Associate's degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Active listening; speaking; reading comprehension; writing; time management.

## ABILITIES

Oral & written comprehension; oral expression; information ordering; near vision; speech clarity.

## KNOWLEDGE

Know administrative & clerical procedures; know customer service; understand English language; know computers & electronics; know administrative & management principles.

## TASKS

Protect the security of medical records to ensure that confidentiality is maintained. Process patient admission & discharge documents. Review records for completeness, accuracy & compliance with regulations. Maintain patients' medical records to document condition & treatment & to provide data for research or cost control & care improvement efforts. Release information to persons & agencies according to regulations. Plan, develop, maintain & operate a variety of health record indexes & storage & retrieval systems to collect, classify, store & analyze information. Manage the department & supervise clerical workers, directing & controlling activities of personnel in the medical records department. Transcribe medical reports. Identify, compile, abstract & code patient data, using standard classification systems.

## WORK ACTIVITIES

Obtain information; interact with computers; communicate with peers, supervisors, & subordinates; perform administrative activities; maintain up-to-date knowledge.

## WORK CONTEXT

Work indoors. Maintain contact with others, often in close proximity. Important to be accurate. Telephone use is common. Must draft letters & memos.

## ADVANCEMENT OPPORTUNITIES

May advance to section supervisor, overseeing the work of the coding, correspondence, or discharge sections, for example. May become director or assistant director of a medical records & health information department in a small facility.

## WORKING CONDITIONS

Work in clean, well-lighted offices. Forty-hour week which may include evenings, nights, weekends, & holidays in hospital settings. Rarely interact with patients.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,720	3,522

Very fast growth to 2012. Around 136 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.49	\$23,900	\$19,600 – 30,600
Kentucky	\$10.82	\$22,500	\$19,100 – 27,800

## LOCATION

Nearly a third in Louisville area; a fifth in Bluegrass area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 41 percent work in hospitals; about 25 percent in offices & clinics of doctors of medicine; rest spread among several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Medical secretaries; medical transcriptionists.

**JOB DESCRIPTION**

Provide routine, personal healthcare, such as bathing, dressing, or grooming, to elderly, convalescent, or disabled persons in the home of patients or in a residential care facility.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Service orientation; social perceptiveness; active listening; speaking; coordination; judgment & decision making; time management; writing.

**ABILITIES**

Oral & written comprehension; oral expression; manual dexterity; static strength; problem sensitivity.

**KNOWLEDGE**

Know customer service; know medicine & dentistry; know psychology; know therapy & counseling; know administrative & clerical procedures.

**TASKS**

Administer prescribed oral medications under written direction of physician or as directed by home care nurse & aide. Change dressings. Check patients' pulse, temperature & respiration. Direct patients in prescribed exercises & in the use of braces or artificial limbs. Maintain records of patient care, condition, progress, & problems in order to report & discuss observations with a supervisor or case manager. Massage patients & apply preparations & treatments, such as liniment, alcohol rubs, & heat-lamp stimulation. Provide patients with help moving in & out of beds, baths, wheelchairs or automobiles, & with dressing & grooming. Accompany clients to doctors' offices & on other trips outside the home, providing transportation, assistance & companionship. Care for children who are disabled or who have sick or disabled parents. Change bed linens, wash & iron patients' laundry, & clean patients' quarters.

**WORK ACTIVITIES**

Assist & care for others; perform general physical activities; handle & move objects; maintain interpersonal relationships; document & record information.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Important to be accurate. May be exposed to disease or infection. Spend time sitting & standing. Responsible for the health & safety of others.

**ADVANCEMENT OPPORTUNITIES**

Advancement opportunities are limited. To enter other health occupations, aides generally need additional formal training.

**WORKING CONDITIONS**

Both part time & full time work is common. Many work evenings, weekends, & holidays. Some duties, such as changing bedpans & soiled bed sheets, are unpleasant. Often work alone, with occasional visits by supervisors.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,832	5,856

Moderately fast growth to 2012. Around 188 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$8.70	\$18,100	\$15,700 – 21,600
Kentucky	\$8.42	\$17,500	\$15,500 – 20,700

**LOCATION**

Nearly a quarter in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 43 percent work in home health care services; over 22 percent in nursing & residential care facilities; rest spread among several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Nursing aides; psychiatric aides.

**RELATED OCCUPATIONS**

Childcare workers; medical assistants; occupational therapist assistants & aides; personal & home care aides; physical therapist assistants & aides.



## JOB DESCRIPTION

Provide basic patient care under direction of nursing staff. Perform duties, such as feed, bathe, dress, groom, or move patients, or change linens.

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Service orientation; social perceptiveness; active listening; speaking; coordination; technology design.

## ABILITIES

Oral & written comprehension; oral expression; arm-hand steadiness; static strength; near vision.

## KNOWLEDGE

Know customer service; know medicine & dentistry; know chemistry; know therapy & counseling; know public safety & security.

## TASKS

Administer medications & treatments, such as catheterizations, suppositories, irrigations, enemas, massages, & douches, as directed by a physician or nurse. Answer patients' call signals. Bathe, groom, shave, dress, and/or drape patients to prepare them for surgery, treatment, or examination. Clean rooms & change linens. Feed patients who are unable to feed themselves. Prepare, serve, & collect food trays. Provide patient care by supplying & emptying bed pans, applying dressings & supervising exercise routines. Provide patients with help walking, exercising, & moving in & out of bed. Transport patients to treatment units, using a wheelchair or stretcher. Turn & re-position bedridden patients, alone or with assistance, to prevent bedsores.

## WORK ACTIVITIES

Assist & care for others; perform general physical activities; handle & move objects; maintain interpersonal relationships; document & record information; identify objects, actions, & events.

## WORK CONTEXT

Work indoors. Maintain contact with others, including external customers. Important to be accurate. May be exposed to disease or infection. Spend time sitting & standing. Responsible for the health & safety of others. Must often wear protective gear.

## ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited. To enter other health occupations, aides generally need additional formal training.

## WORKING CONDITIONS

Both part time & full time work is common. Many work evenings, weekends, & holidays. Some duties, such as changing bedpans & soiled bed sheets, are unpleasant. Often work alone, with occasional visits by supervisors.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
24,898	28,999

Moderately fast growth to 2012. Around 826 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$9.59	\$19,900	\$16,800 – 23,700
Kentucky	\$8.83	\$18,400	\$15,500 – 21,500

## LOCATION

Nearly a fifth in each of Bluegrass & Louisville areas; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 55 percent work in nursing & residential care facilities; over 25 percent in hospitals; rest spread among several industries.

## ALTERNATE OCCUPATIONAL TITLES

Home health aides; psychiatric aides.

## RELATED OCCUPATIONS

Childcare workers; medical assistants; occupational therapist assistants & aides; personal & home care aides; physical therapist assistants & aides.

## JOB DESCRIPTION

Assist dentist, set up patient & equipment, & keep records.

## EDUCATION

Moderate-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Instructing; social perceptiveness; coordination; reading comprehension; active listening; speaking.

## ABILITIES

Oral & written expression; oral comprehension; near vision; information ordering; speech clarity.

## KNOWLEDGE

Know medicine & dentistry; know customer service; understand English language; know administrative & clerical procedures; know chemistry.

## TASKS

Administer active & passive manual therapeutic exercises, therapeutic massage, & heat, light, sound, water, & electrical modality treatments. Administer traction to relieve neck & back pain. Assist patients to dress, undress, & put on & remove supportive devices, such as braces, splints, & slings. Confer with physical therapy staff & others to discuss & evaluate patient information for planning treatment. Fit patients for orthopedic braces, prostheses, & supportive devices, such as crutches, & train patients in their use. Assist patients as they practice exercises & functional activities. Measure patients' range-of-joint motion, body parts, & vital signs to determine effects of treatments. Monitor operation of equipment & record use of equipment & administration of treatment. Observe patients during treatments to compile & evaluate data on patients' responses & progress, & report to physical therapist.

## WORK ACTIVITIES

Assist & care for others; develop & build teams; document & record information; communicate with peers, supervisors, & subordinates; obtain information.

## WORK CONTEXT

Work indoors. Maintain contact with others, often in close physical proximity, such as face-to-face discussions. Important to be accurate. May be exposed to disease or infection. Work with a group or team.

## ADVANCEMENT OPPORTUNITIES

Without further education, advancement opportunities are limited. Can become office managers, dental-assisting instructors, or dental product sales representatives. Can return to school to become dental hygienists.

## WORKING CONDITIONS

Work in a well-lighted, clean environment, usually near the dental chair. Must wear protective clothing to avoid infectious diseases. Usually a 35- to 40-hour workweek, which may include work on Saturdays or evenings.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,691	4,765

Very fast growth to 2012. Around 230 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$13.10	\$27,200	\$21,500 – 33,700
Kentucky	\$11.19	\$23,300	\$20,100 – 29,500

## LOCATION

Over a quarter in Louisville area; nearly a quarter in Bluegrass area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 93 percent work in offices & clinics of dentists; rest spread among several industries.

## ALTERNATE OCCUPATIONAL TITLES

Physical therapist aides.

## RELATED OCCUPATIONS

Medical assistants; occupational therapist assistants & aides; pharmacy aides; pharmacy technicians; physical therapist assistants & aides.

## JOB DESCRIPTION

Perform administrative duties under the direction of physician. May include scheduling appointments, maintaining medical records, billing, & coding for insurance purposes. May also include taking & recording vital signs & medical histories, preparing patients for examination, drawing blood, & administering medications as directed by physician.

## EDUCATION

Moderate-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Service orientation; social perceptiveness; writing; active listening; speaking.

## ABILITIES

Near vision; oral & written comprehension; arm-hand steadiness; information ordering; control precision; oral expression.

## KNOWLEDGE

Know medicine & dentistry; understand English language; know administrative & clerical procedures; know biology.

## TASKS

Collect blood, tissue or other laboratory specimens, log the specimens, & prepare them for testing. Schedule patients for tests, appointments, and/or admission. Greet & log in patients arriving at office or clinic. Help physicians examine & treat patients, handing them instruments & materials or performing such tasks as giving injections & removing sutures. Interview patients to obtain medical information & measure their vital signs, weight, & height. Inventory medical, lab, & office supplies & equipment. Perform bookkeeping duties, such as handling credit & collections & mailing monthly statements to patients. Perform general office duties such as answering telephones, taking dictation & completing insurance forms. Record patients' medical history, vital statistics & information such as test results in medical records.

## WORK ACTIVITIES

Assist & care for others; evaluate information to determine compliance with standards; obtain & process information; communicate with peers, supervisors, & subordinates; perform general physical activities.

## WORK CONTEXT

Work indoors. Maintain contact with others, including external customers. Important to be accurate. May be exposed to disease or infection. Must wear protective gear. Responsible for the health & safety of others.

## ADVANCEMENT OPPORTUNITIES

May be able to advance to office manager, qualify for administrative support occupations, or teach medical assisting. With additional education, may enter occupations such as nursing & medical technology.

## WORKING CONDITIONS

Work in well-lighted, clean environments. Constantly interact with other people & may have to handle several responsibilities at once. Work a 40-hour week, though some may work weekends, evenings, & holidays.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
6,778	9,743

Very fast growth to 2012. Around 483 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.51	\$23,900	\$20,300 – 28,400
Kentucky	\$10.41	\$21,700	\$19,100 – 25,600

## LOCATION

Over a quarter in Louisville area; nearly a fifth in Bluegrass area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 67 percent work in offices & clinics of doctors of medicine; rest spread among several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Dental assistants; medical records & health information technicians; medical secretaries; occupational therapist assistants & aides; pharmacy aides; physical therapist assistants & aides.

## JOB DESCRIPTION

Control & extinguish fires or respond to emergency situations where life, property, or the environment is at risk. Duties may include fire prevention, emergency medical service, hazardous material response, search & rescue, & disaster management.

## EDUCATION

Long-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Monitoring; critical thinking; equipment selection; judgment & decision making; service orientation; equipment selection & maintenance; operation & control; judgment & decision making; service orientation.

## ABILITIES

Oral expression & comprehension; spatial orientation; stamina; explosive strength; multilimb coordination; problem sensitivity; static strength.

## KNOWLEDGE

Understand English language; know public safety & security; know transportation; know telecommunications; know computers & electronics.

## TASKS

Administer first aid & cardiopulmonary resuscitation to injured persons. Assess fires & situations & report conditions to superiors in order to receive instructions. Create openings in buildings for ventilation or entrance, using axes, chisels, crowbars, electric saws, or core cutters. Drive & operate fire fighting vehicles & equipment. Inspect fire sites after flames have been extinguished in order to ensure that there is no further danger. Lay hose lines & connect them to water supplies. Move toward the source of a fire using knowledge of types of fires, construction design, building materials, & physical layout of properties. Operate pumps connected to high-pressure hoses. Participate in physical training activities in order to maintain a high level of physical fitness. Position & climb ladders in order to gain access to upper levels of buildings, or to rescue individuals from burning structures. Collaborate with other firefighters as a member of a firefighting crew. Establish water supplies, connect hoses, & direct water onto fires. Extinguish flames & embers to suppress fires, using shovels, or engine- or hand-driven water or chemical pumps. Patrol burned areas after fires to locate & eliminate hot spots that may restart fires.

## WORK ACTIVITIES

Perform general physical activities; monitor processes, materials, & surroundings; handle & move objects; communicate with peers, supervisors, & subordinates; operate vehicles & equipment.

## WORK CONTEXT

Work primarily outdoors. Wear common & specialized protective gear. Must adjust to bright or inadequate light. Exposed to cuts, burns, & stings. Must endure extremely hot or cold temperatures.

## ADVANCEMENT OPPORTUNITIES

Depends upon written examination results, job performance, interviews, & seniority. Many departments now require a Bachelor's degree.

## WORKING CONDITIONS

Spend most of time in stations. When called to a scene, may run the risk of encountering poisonous, flammable, explosive, or radioactive gases & chemicals. Hours are often irregular, mostly coming in bulk.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,508	4,402

Very fast growth to 2012. Around 207 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$17.42	\$36,200	\$26,100 – 47,800
Kentucky	\$11.13	\$23,200	\$20,000 – 29,500

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Around 91 percent work for local government; rest in several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Emergency medical technicians & paramedics; police & detectives.

**JOB DESCRIPTION**

Guard inmates in penal or rehabilitative institution in accordance with established regulations & procedures. May guard prisoners in transit. Includes deputy sheriffs & police who spend the majority of their time guarding prisoners in correctional institutions.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Social perceptiveness; speaking; active listening; judgment & decision making; reading comprehension; writing.

**ABILITIES**

Problem sensitivity; explosive strength; oral expression; selective attention; far vision; reaction time.

**KNOWLEDGE**

Understand English language; know public safety & security; know law & government; know psychology; know sociology & anthropology.

**TASKS**

Monitor conduct of prisoners, according to established policies, regulations, & procedures, in order to prevent escape or violence. Take prisoners into custody & escort to locations within & outside of facility, such as visiting room, courtroom, or airport. Inspect conditions of locks, window bars, grills, doors, & gates at correctional facilities, in order to ensure that they will prevent escapes. Use weapons, handcuffs, & physical force to maintain discipline & order among prisoners. Search prisoners, cells, & vehicles for weapons, valuables, or drugs. Guard facility entrances in order to screen visitors. Record information, such as prisoner identification, charges, & incidences of inmate disturbance. Serve meals & distribute commissary items to prisoners. Settle disputes between inmates. Arrange daily schedules for prisoners including library visits, work assignments, family visits, & counseling appointments.

**WORK ACTIVITIES**

Perform general physical activities; monitor processes, materials, & surroundings; handle & move objects; assist & care for others; inspect equipment, structures, or material.

**WORK CONTEXT**

Work indoors or outdoors. Conflict situations are frequent. Deal with unpleasant, angry, & often physically aggressive people.

**ADVANCEMENT OPPORTUNITIES**

With education, experience, & training, qualified officers may advance to correctional sergeant. Can be promoted to supervisory or administrative positions all the way up to warden. May transfer to related areas, such as probation officer, parole officer, or correctional treatment specialist.

**WORKING CONDITIONS**

Can be stressful & hazardous. Injuries from confrontations with inmates are possible. Usually eight-hour days & forty-hour weeks. May work evenings, weekends, or holidays. Facilities might be noisy & overcrowded.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
5,697	6,799

Moderately fast growth to 2012. Around 251 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
<b>US</b>	\$15.71	\$32,700	\$26,000 – 42,600
<b>Kentucky</b>	\$10.48	\$21,800	\$18,600 – 27,000

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 52 percent work for local government; 29 percent for state government; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Security guards & gaming surveillance officers; police & detectives; probation officers & correctional treatment specialists.

**JOB DESCRIPTION**

Maintain order, enforce laws & ordinances, & protect life & property in an assigned patrol district. May patrol a specific area on foot or in a vehicle, direct traffic, issue traffic summonses, investigate accidents, apprehend & arrest suspects, or serve legal processes of courts.

**EDUCATION**

Long-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Operation & control; social perceptiveness; speaking; active listening; critical thinking; judgment & decision making; service orientation.

**ABILITIES**

Far & near vision; oral comprehension & expression; reaction time; spatial orientation; inductive & deductive reasoning; problem sensitivity.

**KNOWLEDGE**

Know public safety & security; know transportation; know law & government; know geography; know telecommunications; understand English language; know customer service; know psychology.

**TASKS**

Maintain order, respond to emergencies, protect people & property, enforce motor vehicle & criminal laws, & promote good community relations. Arrest suspects & perpetrators of criminal acts. Record facts to prepare reports that document incidents & activities. Review facts of incidents to determine if criminal act or statute violations were involved. Render aid to accident victims & other persons. Testify in court to present evidence or act as witness in traffic & criminal cases. Patrol specific area on foot, horseback, or motorized conveyance, responding promptly to calls for assistance. Monitor, note, report, & investigate suspicious persons & situations, safety hazards, & unusual or illegal activity in patrol area. Investigate traffic accidents & other accidents to determine causes & to determine if a crime has been committed. Serves subpoenas & summonses. Executes arrest warrants, locating & taking persons into custody & issues citations.

**WORK ACTIVITIES**

Obtain, document, & record information; operate vehicles or equipment; communicate with persons outside organization; work directly with the public; resolve conflicts & negotiate with others.

**WORK CONTEXT**

Work indoors or outdoors. Conflict situations are frequent. Deal with unpleasant, angry, & often physically aggressive people. Responsible for the health & safety of others. May spend a lot of time in a vehicle.

**ADVANCEMENT OPPORTUNITIES**

May continue training through government-sponsored academies.

**WORKING CONDITIONS**

Can be stressful & dangerous. Injuries from confrontations with criminals. Usually forty-hour weeks, but paid overtime is common. May work evenings, weekends, or holidays. Career may take toll on private life.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
6,187	7,881

Very fast growth to 2012. Around 361 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$20.32	\$42,300	\$32,300 – 53,500
Kentucky	\$17.08	\$35,500	\$28,300 – 44,600

**LOCATION**

Nearly a third in Bluegrass area; around a quarter in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 80 percent work for local government; 17 percent for state government; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Correctional officers; private detectives & investigators; security guards & gaming surveillance officers.



**JOB DESCRIPTION**

Guard, patrol, or monitor premises to prevent theft, violence, or infractions of rules.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Social perceptiveness; speaking; active listening; judgment & decision making; critical thinking.

**ABILITIES**

Problem sensitivity; selective attention; time sharing; oral expression & comprehension night vision.

**KNOWLEDGE**

Understand English language; know public safety & security; know law & government; know customer service; know telecommunications.

**TASKS**

Patrol industrial & commercial premises to prevent & detect signs of intrusion & ensure security of doors, windows, & gates. Answer alarms & investigate disturbances. Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons. Operate detecting devices to screen individuals & prevent passage of prohibited articles into restricted areas. Answer telephone calls to take messages, answer questions, & provide information during non- business hours or when switchboard is closed. Drive & guard armored vehicle to transport money & valuables to prevent theft & ensure safe delivery. Monitor & adjust controls that regulate building systems, such as air conditioning, furnace, or boiler. Escort or drive motor vehicle to transport individuals to specified locations & to provide personal protection. Write reports of daily activities & irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences. Inspect & adjust security systems, equipment, & machinery to ensure operational use & to detect evidence of tampering.

**WORK ACTIVITIES**

Perform general physical activities; obtain information; identify objects, actions, & events; operate vehicles & equipment.

**WORK CONTEXT**

Work indoors or outdoors. Conflict situations are frequent. Maintain contact with others, including external customers. Responsible for health & safety of others.

**ADVANCEMENT OPPORTUNITIES**

Advancement opportunities are limited. May advance to supervisor or security manager positions or open contract security guard agencies.

**WORKING CONDITIONS**

The work is often routine, but guards must stay aware. Standard forty-hour week, but might sometimes be on call. May work weekends, evenings, & holidays.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
11,266	12,277

Slow growth to 2012. Around 366 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$9.20	\$19,100	\$15,900 – 23,900
Kentucky	\$8.33	\$17,300	\$14,500 – 21,400

**LOCATION**

About a quarter in each of Bluegrass & Louisville areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 56 percent work in investigation & security services; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Gaming surveillance officers.

**RELATED OCCUPATIONS**

Police & detectives; private detectives & investigators; correctional officers.

**JOB DESCRIPTION**

Supervise workers engaged in preparing & serving food.

**EDUCATION**

Work experience in a related occupation.

**LOCATION OF TRAINING & EDUCATION**

See *Related Occupations*.

**SKILLS**

Coordination; time management; management of personnel resources; speaking; critical thinking; instructing; judgment & decision making; reading comprehension; social perceptiveness.

**ABILITIES**

Oral & written expression & comprehension; number facility; speech clarity.

**KNOWLEDGE**

Know administrative & management principles; know customer service; know personnel & human resources; know English language; know clerical & administrative procedures; know education & training; know food production.

**TASKS**

Assign duties, responsibilities, & work stations to employees in accordance with work requirements. Forecast staff, equipment, & supply requirements based on a master menu. Inspect supplies, equipment, & work areas in order to ensure efficient service & conformance to standards. Observe & evaluate workers & work procedures in order to ensure quality standards & service. Perform personnel actions such as hiring & firing staff, consulting with other managers as necessary. Recommend measures for improving work procedures & worker performance in order to increase service quality & enhance job safety. Resolve customer complaints regarding food service. Train workers in food preparation, & in service, sanitation, & safety procedures. Analyze operational problems, such as theft & wastage, & establish procedures to alleviate these problems. Collaborate with other personnel in order to plan menus, serving arrangements, & related details.

**WORK ACTIVITIES**

Perform general physical activities; obtain information; identify objects, actions, & events; operate vehicles & equipment.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Responsible for outcomes & results. Coordinate & lead others. Exposed to minor cuts, bites, stings, or burns.

**ADVANCEMENT OPPORTUNITIES**

Advancement opportunities are limited, but may move to larger facilities with a larger number of employees to oversee.

**WORKING CONDITIONS**

Hours will depend on the type of establishment. Weekends, evenings, & holidays are common. Usually a standard forty-hour workweek.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
12,169	14,123

Moderately fast growth to 2012. Around 522 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.73	\$24,400	\$19,100 – 31,800
Kentucky	\$9.87	\$20,500	\$16,800 – 26,000

**LOCATION**

About a quarter in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 74 percent work in food services & drinking places; rest occur in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Food service managers; farm & home management advisors; dietitians & nutritionists; dietetic technicians; chefs & head cooks.

**JOB DESCRIPTION**

Prepare & cook food in a fast food restaurant with a limited menu. Duties of the cooks are limited to preparation of a few basic items & normally involve operating large-volume single-purpose cooking equipment.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Active listening; operation & control; equipment selection; mathematics; reading comprehension; service orientation.

**ABILITIES**

Oral & written comprehension; information ordering; wrist-finger speed; manual dexterity.

**KNOWLEDGE**

Know law & government; know customer service; know food production; know English language; know mathematics.

**TASKS**

Clean food preparation areas, cooking surfaces, & utensils. Cook & package batches of food, such as hamburgers & fried chicken, which are prepared to order or kept warm until sold. Cook the exact number of items ordered by each customer, working on several different orders simultaneously. Maintain sanitation, health, & safety standards in work areas. Measure ingredients required for specific food items being prepared. Mix ingredients such as pancake or waffle batters. Operate large-volume cooking equipment such as grills, deep-fat fryers, or griddles. Pre-cook items such as bacon, in order to prepare them for later use. Prepare & serve beverages such as coffee & fountain drinks. Prepare specialty foods such as pizzas, fish & chips, sandwiches, & tacos, following specific methods that usually require short preparation time.

**WORK ACTIVITIES**

Handle & move objects; monitor processes, materials, or surroundings; work directly with the public; obtain information; control machines & processes.

**WORK CONTEXT**

Work indoors. Spend time standing & making repetitive motions. Exposure to minor burns, cuts, bites, or stings.

**ADVANCEMENT OPPORTUNITIES**

As most training occurs on the job, advancement will likely occur within a particular restaurant or eatery. Certain culinary programs exist for training, however.

**WORKING CONDITIONS**

Hours will depend on the type of establishment. Weekends, evenings, & holidays are common. Usually a standard forty-hour workweek. Work can sometimes be stressful during peak hours.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
15,244	16,073

Slow growth to 2012. Around 570 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$6.90	\$14,400	\$12,800 – 16,700
Kentucky	\$6.67	\$13,900	\$12,500 – 16,300

**LOCATION**

Almost a third in Louisville area; a fifth in Bluegrass area; a fifth in Lincoln Trail area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 85 percent work in limited-service eating places; about 13 percent in full-service restaurants; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Food preparation workers.

**RELATED OCCUPATIONS**

Food processing occupations; food service managers.

**JOB DESCRIPTION**

Prepare, season, & cook soups, meats, vegetables, desserts, or other foodstuffs in restaurants. May order supplies, keep records & accounts, price items on menu, or plan menu.

**EDUCATION**

Long-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Equipment selection; monitoring; coordination; active learning; operation & control; quality control analysis; reading comprehension; speaking.

**ABILITIES**

Information ordering; memorization; manual dexterity; wrist-finger speed; written comprehension.

**KNOWLEDGE**

Know customer service; know mathematics; know public safety & security; know education & training; know food production; know personnel & human resources; know production & processing.

**TASKS**

Bake breads, rolls, cakes, & pastries. Bake, roast, broil, & steam meats, fish, vegetables, & other foods. Carve & trim meats such as beef, veal, ham, pork, & lamb for hot or cold service, or for sandwiches. Coordinate & supervise work of kitchen staff. Estimate expected food consumption; then requisition or purchase supplies, or procure food from storage. Observe & test foods to determine if they have been cooked sufficiently, using methods such as tasting, smelling, or piercing them with utensils. Portion, arrange, & garnish food, & serve food to waiters or patrons. Prepare relishes & hors d'oeuvres. Regulate temperature of ovens, broilers, grills, & roasters. Season & cook food according to recipes or personal judgment & experience.

**WORK ACTIVITIES**

Monitor & control resources; identify objects, actions, & events; estimate the quantifiable characteristics of products, events, or information; handle or move objects; monitor processes, materials, or surroundings.

**WORK CONTEXT**

Work indoors. Maintain contact with others. Responsible for health & safety of others. Spend time making repetitive motions. Exposed to minor cuts, bites, stings, or burns.

**ADVANCEMENT OPPORTUNITIES**

Depends on training, work experience, & ability to perform more responsible & sophisticated tasks. May move into assistant or line cook positions or move up within the kitchen & take on responsibility for training or supervising newer or lesser skilled kitchen staff.

**WORKING CONDITIONS**

Work environment will depend greatly on the kitchen of the facility. Must stand for long periods & often lift heavy items. Hours will also vary greatly. Because of great availability of shifts, such an occupation can be a good source of supplemental income for part time workers.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
9,006	11,374

Very fast growth to 2012. Around 557 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$9.16	\$19,100	\$15,900 – 22,700
Kentucky	\$8.93	\$18,600	\$16,800 – 26,000

**LOCATION**

About a quarter in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 88 percent work in food services & drinking places; rest spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Chefs; cooks.

**RELATED OCCUPATIONS**

Food service managers; food processing occupations.

**JOB DESCRIPTION**

Perform a variety of food preparation duties other than cooking, such as preparing cold foods & shellfish, slicing meat, & brewing coffee or tea.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Active listening; service orientation; equipment selection; social perceptiveness; reading comprehension.

**ABILITIES**

Wrist-finger speed; manual dexterity; information ordering; arm-hand steadiness; memorization; oral comprehension; static strength.

**KNOWLEDGE**

Know customer service; know chemistry; know public safety & security; know machines & tools; know food production.

**TASKS**

Assist cooks & kitchen staff with various tasks as needed, & provide cooks with needed items. Carry food supplies, equipment, & utensils to & from storage & work areas. Clean work areas, equipment, utensils, dishes, & silverware. Cut, slice and/or grind meat, poultry, & seafood to prepare for cooking. Distribute food to waiters & waitresses to serve to customers. Package take-out foods and/or serve food to customers. Portion & wrap the food, or place it directly on plates for service to patrons. Prepare a variety of foods according to customers' orders or supervisors' instructions, following approved procedures. Prepare & serve a variety of beverages such as coffee, tea, & soft drinks. Stock cupboards & refrigerators, & tend salad bars & buffet meals.

**WORK ACTIVITIES**

Handle & move objects; perform general physical activities; monitor processes, materials, or surroundings; communicate with peers, supervisors, & subordinates; estimate the quantifiable characteristics of products, events, or information.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Important to be accurate. Spend time making repetitive motions. Exposed to minor cuts, bites, stings, or burns.

**ADVANCEMENT OPPORTUNITIES**

Depends on training, work experience, & ability to perform more responsible & sophisticated tasks. May move into assistant or line cook positions or move up within the kitchen & take on responsibility for training or supervising newer or lesser skilled kitchen staff.

**WORKING CONDITIONS**

Work environment will depend greatly on the kitchen of the facility. Must stand for long periods & often lift heavy items. Hours will also vary greatly. Because of great availability of shifts, such an occupation can be a good source of supplemental income for part time workers.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
9,899	12,053

Moderately fast growth to 2012. Around 600 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$7.85	\$16,300	\$14,000 – 19,600
Kentucky	\$7.85	\$16,300	\$13,700 – 19,300

**LOCATION**

About a quarter in Louisville area; a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 28 percent work in grocery stores; 18 percent in food services & drinking places; rest spread throughout several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Chefs; cooks.

**RELATED OCCUPATIONS**

Food service managers; food processing occupations.

**JOB DESCRIPTION**

Mix & serve drinks to patrons, directly or through wait staff.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Active listening; service orientation; mathematics; speaking; social perceptiveness.

**ABILITIES**

Information ordering; memorization; manual dexterity; wrist-finger speed; written comprehension.

**KNOWLEDGE**

Know customer service; know mathematics; know sales & marketing; understand English language; know law & government.

**TASKS**

Mix ingredients, such as liquor, soda, water, sugar, & bitters, in order to prepare cocktails & other drinks. Serve wine, & bottled or draft beer. Collect money for drinks served. Arrange bottles & glasses to make attractive displays. Slice & pit fruit for garnishing drinks. Order or requisition liquors & supplies. Clean glasses, utensils, & bar equipment. Prepare appetizers, such as pickles, cheese, & cold meats. Ask customers who become loud & obnoxious to leave, or physically remove them. Attempt to limit problems & liability related to customers' excessive drinking by taking steps such as persuading customers to stop drinking, or ordering taxis or other transportation for intoxicated patrons.

**WORK ACTIVITIES**

Monitor & control resources; identify objects, actions, & events; estimate the quantifiable characteristics of products, events, or information; handle or move objects; monitor processes, materials, or surroundings.

**WORK CONTEXT**

Maintain contact with others, mostly external customers. Adjust to bright or inadequate lighting. Must deal with unpleasant or angry people. Uncomfortable or distracting noise levels.

**ADVANCEMENT OPPORTUNITIES**

Advancement usually limited to finding a job in a busier or more expensive restaurant or bar where prospects for tip earnings are better. Some may open their own businesses.

**WORKING CONDITIONS**

Work indoors mostly. Spend most of a shift on feet. Must also carry heavy objects. Part- & fulltime work are both readily available.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,180	4,721

Average growth to 2012. Around 228 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$7.21	\$15,000	\$13,200 – 18,800
Kentucky	\$6.58	\$13,700	\$12,500 – 15,900

**LOCATION**

About a third in Louisville area; around a quarter in Northern Kentucky area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 71 percent work in food services & drinking places; rest occur in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate title for this occupation.

**RELATED OCCUPATIONS**

Flight attendants, gaming services workers; retail salespersons.



## Combined Food Preparation & Serving Workers, Including Fast Food

SOC 35-3021

### JOB DESCRIPTION

Perform duties which combine both food preparation & food service.

### EDUCATION

Short-term on-the-job training.

### LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

### SKILLS

Service orientation; active listening; speaking; writing; mathematics.

### ABILITIES

Wrist-finger speed; manual dexterity; arm-hand steadiness; information ordering; number facility; oral comprehension.

### KNOWLEDGE

Know customer service; know mathematics; know sales & marketing; understand English language; know clerical & administrative procedures.

### TASKS

Accept payment from customers, & make change as necessary. Cook or re-heat food items such as French fries. Distribute food to servers. Notify kitchen personnel of shortages or special orders. Prepare & serve cold drinks, or frozen milk drinks or desserts, using drink-dispensing, milkshake, or frozen custard machines. Prepare simple foods & beverages such as sandwiches, salads, & coffee. Relay food orders to cooks. Request & record customer orders, & compute bills using cash registers, multicounting machines, or pencil & paper. Select food items from serving or storage areas & place them in dishes, on serving trays, or in takeout bags. Serve customers in eating places that specialize in fast service & inexpensive carry-out food.

### WORK ACTIVITIES

Communicate with persons outside organization; handle & move objects; perform general physical activities; work directly with the public; control machines & processes; obtain information.

### WORK CONTEXT

Maintain contact with others, mostly external customers. Important to be accurate.

### ADVANCEMENT OPPORTUNITIES

Opportunities for promotion are limited. For waiters & waitresses, advancement usually is limited to finding a job in a busier or more expensive restaurant or bar where prospects for tip earnings are better.

### WORKING CONDITIONS

Work indoors mostly. Spend most of a shift on feet. Must also carry heavy objects. Part- & fulltime work are both readily available.

### OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
34,671	40,990

Moderately fast growth to 2012. Around 2,224 job openings annually.

### EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$6.97	\$14,500	\$13,000 – 16,800
Kentucky	\$6.63	\$13,800	\$12,500 – 15,500

### LOCATION

Over a quarter in Louisville area; over a fifth in Bluegrass area; rest statewide.

### INDUSTRIES OF EMPLOYMENT

Around 50 percent work in food services & drinking places; rest spread across several industries.

### ALTERNATE OCCUPATIONAL TITLES

Food & beverage serving & related workers.

### RELATED OCCUPATIONS

Flight attendants, gaming services workers; retail salespersons.

**JOB DESCRIPTION**

Serve food to diners at counter or from a steam table.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Service orientation; active listening; speaking; writing; mathematics; social perceptiveness.

**ABILITIES**

Wrist-finger speed; manual dexterity; arm-hand steadiness; information ordering; number facility; oral comprehension.

**KNOWLEDGE**

Know customer service; know mathematics; know sales & marketing; understand English language; know clerical & administrative procedures.

**TASKS**

Add relishes & garnishes to food orders, according to instructions. Brew coffee & tea, & fill containers with requested beverages. Deliver orders to kitchens, & pick up & serve food when it is ready. Prepare food such as sandwiches, salads, & ice cream dishes, using standard formulas or following directions. Serve food, beverages, or desserts to customers in such settings as take-out counters of restaurants or lunchrooms, business or industrial establishments, hotel rooms, & cars. Serve salads, vegetables, meat, breads, & cocktails; ladle soups & sauces; portion desserts; & fill beverage cups & glasses. Take customers' orders & write ordered items on tickets, giving ticket stubs to customers when needed to identify filled orders. Wrap menu items for serving or for takeout. Arrange reservations for patrons of dining establishments. Balance receipts & payments in cash registers.

**WORK ACTIVITIES**

Communicate with persons outside organization; handle & move objects; perform general physical activities; work directly with the public; control machines & processes; obtain information; communicate with supervisors, peers, & subordinates.

**WORK CONTEXT**

Maintain contact with others, mostly external customers. Important to be accurate. Spend time walking or running.

**ADVANCEMENT OPPORTUNITIES**

Opportunities for promotion are limited. May become managers.

**WORKING CONDITIONS**

Work indoors mostly. Spend most of a shift on feet. Must also carry heavy objects. Part- & fulltime work are both readily available.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,165	4,721

Average growth to 2012. Around 333 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$7.32	\$15,200	\$13,600 – 17,700
Kentucky	\$6.61	\$13,700	\$12,500 – 15,400

**LOCATION**

Over a third in Bluegrass area; nearly a third in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 86 percent work in food services & drinking places; rest spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Food & beverage serving & related workers.

**RELATED OCCUPATIONS**

Flight attendants, gaming services workers; retail salespersons.

**JOB DESCRIPTION**

Take orders & serve food & beverages to patrons at tables in dining establishment.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Service orientation; active listening; speaking; social perceptiveness; writing.

**ABILITIES**

Oral expression & comprehension; manual dexterity; memorization; speech clarity.

**KNOWLEDGE**

Know customer service; know mathematics; know sales & marketing; understand English language; know psychology.

**TASKS**

Check patrons' identification in order to ensure that they meet minimum age requirements for consumption of alcoholic beverages. Check with customers to ensure that they are enjoying their meals & take action to correct any problems. Escort customers to their tables. Explain how various menu items are prepared, describing ingredients & cooking methods. Inform customers of daily specials. Prepare checks that itemize & total meal costs & sales taxes. Present menus to patrons & answer questions about menu items, making recommendations upon request. Remove dishes & glasses from tables or counters, & take them to kitchen for cleaning. Serve food and/or beverages to patrons; prepare & serve specialty dishes at tables as required. Stock service areas with supplies such as coffee, food, tableware, & linens.

**WORK ACTIVITIES**

Work directly with the public; maintain interpersonal relationships; handle or move objects; perform general physical activities; communicate with persons outside organization.

**WORK CONTEXT**

Maintain contact with others, mostly external customers. Important to be accurate. Spend time walking or running.

**ADVANCEMENT OPPORTUNITIES**

Opportunities for promotion are limited. May find a job in a busier or more expensive restaurant or bar where prospects for tip earnings are better.

**WORKING CONDITIONS**

Work indoors mostly. Spend most of a shift on feet. Must also carry heavy objects. Part- & fulltime work are both readily available.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
26,460	39,655

Very fast growth to 2012. Around 2,168 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$6.80	\$14,100	\$12,800 – 16,600
Kentucky	\$6.44	\$13,400	\$12,400 – 14,600

**LOCATION**

A quarter in each of Bluegrass & Louisville areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 86 percent work in food services & drinking places; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Food & beverage serving & related workers.

**RELATED OCCUPATIONS**

Flight attendants, gaming services workers; retail salespersons.

**JOB DESCRIPTION**

Facilitate food service. Clean tables, carry dirty dishes, replace soiled table linens; set tables; replenish supply of clean linens, silverware, glassware, & dishes; supply service bar with food, & serve water, butter, & coffee to patrons.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Service orientation; social perceptiveness; active listening; coordination; mathematics; speaking.

**ABILITIES**

Time sharing; oral comprehension; manual dexterity; wrist-finger speed; static strength.

**KNOWLEDGE**

Know law & government; know customer service; know food production; know English language; know chemistry.

**TASKS**

Perform serving, cleaning, & stocking duties in establishments such as cafeterias or dining rooms in order to facilitate customer service. Clean up spilled food, drink & broken dishes, & remove empty bottles & trash. Carry food, dishes, trays, & silverware from kitchens & supply departments to serving counters. Carry trays from food counters to tables for cafeteria patrons. Fill beverage & ice dispensers. Garnish foods, & position them on tables to make them visible & accessible. Maintain adequate supplies of items such as clean linens, silverware, glassware, dishes, & trays. Mix & prepare flavors for mixed drinks. Replenish supplies of food & equipment at steam tables & service bars. Scrape & stack dirty dishes, & carry dishes & other tableware to kitchens for cleaning.

**WORK ACTIVITIES**

Handle & move objects; monitor processes, materials, or surroundings; work directly with the public; obtain information; identify objects, actions, & events; perform general physical activities.

**WORK CONTEXT**

Work indoors. Spend time standing, walking, running, & using hands.

**ADVANCEMENT OPPORTUNITIES**

Opportunities are limited due to size of most establishments. May in time acquire position as waiter or bartender.

**WORKING CONDITIONS**

Hours will depend on the type of establishment. Weekends, evenings, & holidays are common. Many positions are part-time. Work can sometimes be stressful during peak hours. Spend most of a shift on feet, often carrying heavy objects.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,233	3,927

Moderately fast growth to 2012. Around 189 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$6.99	\$14,500	\$13,200 – 16,800
Kentucky	\$7.13	\$14,800	\$13,000 – 17,100

**LOCATION**

Over two fifths in Louisville area; nearly a third in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Almost 70 percent work in limited-service eating places; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Food & beverage serving & related workers.

**RELATED OCCUPATIONS**

Flight attendants; gaming services workers; retail salespersons.

## JOB DESCRIPTION

Clean dishes, kitchen, food preparation equipment, or utensils.

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Equipment selection & maintenance; service orientation; active listening; coordination; mathematics; operations analysis; reading comprehension.

## ABILITIES

Information ordering; trunk strength; extent flexibility; manual dexterity; wrist-finger speed.

## KNOWLEDGE

Know customer service; know food production; know machines & tools; know public safety & security; know chemistry; understand English language.

## TASKS

Wash dishes, glassware, flatware, pots, and/or pans using dishwashers or by hand. Clean garbage cans with water or steam. Maintain kitchen work areas, equipment, & utensils in clean & orderly condition. Place clean dishes, utensils, & cooking equipment in storage areas. Prepare & package individual place settings. Sort & remove trash, placing it in designated pickup areas. Sweep & scrub floors. Clean & prepare various foods for cooking or serving. Load or unload trucks that deliver or pick up food & supplies. Receive & store supplies.

## WORK ACTIVITIES

Handle & move objects; monitor processes, materials, or surroundings; control machines & processes; obtain information; perform general physical activities.

## WORK CONTEXT

Work indoors. Spend time standing, walking, running, & using hands.

## ADVANCEMENT OPPORTUNITIES

Opportunities are limited due to size of most establishments. May in time acquire alternate positions in food preparation occupations.

## WORKING CONDITIONS

Hours will depend on the type of establishment. Weekends, evenings, & holidays are common. Many positions are part-time.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2004	2012
5,833	6,811

Moderately fast growth to 2012. Around 311 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$7.15	\$14,900	\$13,300 – 17,200
Kentucky	\$7.26	\$15,100	\$13,100 – 17,300

## LOCATION

Over a quarter in Louisville area; a fifth in Bluegrass area; another fifth in Northern Kentucky area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 77 percent work in full-service restaurants; rest in several industries.

## ALTERNATE OCCUPATIONAL TITLES

Food & beverage serving & related workers.

## RELATED OCCUPATIONS

Flight attendants; gaming services workers; retail salespersons.

**JOB DESCRIPTION**

Welcome patrons, seat them at tables or in lounge, & help ensure quality of facilities & service.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Service orientation; coordination; mathematics; speaking; management of personnel resources; social perceptiveness; time management.

**ABILITIES**

Oral expression & comprehension; number facility; problem sensitivity; speech clarity.

**KNOWLEDGE**

Know customer service; know mathematics; know administration & management principles; understand English language; know personnel & human resources.

**TASKS**

Assign patrons to tables suitable for their needs. Direct patrons to coatrooms & waiting areas such as lounges. Greet guests & seat them at tables or in waiting areas. Inform patrons of establishment specialties & features. Inspect dining & serving areas to ensure cleanliness & proper setup. Maintain contact with kitchen staff, management, serving staff, & customers to ensure that dining details are handled properly & customers' concerns are addressed. Provide guests with menus. Receive & record patrons' dining reservations. Supervise & coordinate activities of dining room staff to ensure that patrons receive prompt & courteous service. Hire, train, & supervise food & beverage service staff.

**WORK ACTIVITIES**

Work directly with the public; maintain interpersonal relationships; schedule work & activities; coordinate the work & activities of others; communicate with persons outside organization.

**WORK CONTEXT**

Maintain contact with others, mostly external customers. Important to be accurate. Spend time walking or running.

**ADVANCEMENT OPPORTUNITIES**

Opportunities for promotion are limited. May find a job in a busier or more expensive restaurant or bar where prospects for tip earnings are better.

**WORKING CONDITIONS**

Work indoors mostly. Spend most of a shift on feet. Must also carry heavy objects. Part- & fulltime work are both readily available.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,864	4,971

Very fast growth to 2012. Around 252 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$7.36	\$15,300	\$13,600 – 17,800
Kentucky	\$7.20	\$15,000	\$13,200 – 17,100

**LOCATION**

A third in Louisville area; a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Approximately 91 percent work in food services & drinking places; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Food & beverage serving & related workers.

**RELATED OCCUPATIONS**

Flight attendants, gaming services workers; retail salespersons.



## JOB DESCRIPTION

Coordinate activities of workers engaged in landscaping or grounds-keeping activities, such as planting & maintaining ornamental trees, shrubs, flowers, & lawns, & applying fertilizers, pesticides, & other chemicals, according to contract specifications. May also coordinate activities of workers engaged in terracing hillsides, building retaining walls, constructing pathways, installing patios, & similar activities in following a landscape design plan.

## EDUCATION

Work experience in a related occupation.

## LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

## SKILLS

Coordination; management of personnel resources; time management; instructing; speaking.

## ABILITIES

Oral expression & comprehension; speech clarity; information ordering; visualization.

## KNOWLEDGE

Know business & management principles; know personnel & human resources; know chemistry; know biology; know machines & tools.

## TASKS

Supervise workers who provide groundskeeping services on a contract basis. Investigate customer complaints. Suggest changes in work procedures & orders corrective work done. Spot check completed work to improve quality of service & to ensure contract compliance. Schedule work for crew according to weather conditions, availability of equipment, & seasonal limitations. Review contracts to ascertain service, machine, & work force requirements for job. Prepare service cost estimates for customers. Answer customer questions about groundskeeping care requirements. Direct workers in maintenance & repair of driveways, walkways, benches, graves, & mausoleums. Train workers in various landscaping tasks.

## WORK ACTIVITIES

Obtain information; coordinate the activities of others; monitor processes, materials, or surroundings; guide direct, & motivate subordinates; schedule work & activities.

## WORK CONTEXT

Work mostly outdoors. Exposed to hot & cold temperatures, hazardous conditions, & contaminants. Must wear protective gear. Spend time walking or running.

## ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited, but may move to larger operations with a larger number of employees to oversee.

## WORKING CONDITIONS

Work is almost exclusively confined to summer months & daytime hours. Can work part-time or full time. Spend majority of time on feet. May be susceptible to minor work-related injuries.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,750	2,185

Very fast growth to 2012. Around 69 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$15.89	\$33,100	\$25,800 – 43,300
Kentucky	\$14.52	\$30,200	\$24,000 – 38,100

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Around 31 percent are self-employed; 30 percent in services to buildings & dwellings; rest in several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Janitorial supervisors; recreation workers; housekeeping supervisors; lodging managers; managers of horticultural workers; managers of logging workers.

**JOB DESCRIPTION**

Keep buildings in clean & orderly condition. Perform heavy cleaning duties, such as cleaning floors, shampooing rugs, washing walls & glass, & removing rubbish. Duties may include tending furnace & boiler, performing routine maintenance activities, notifying management of need for repairs, & cleaning snow or debris from sidewalk.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Repairing; troubleshooting; operation & control; equipment selection & maintenance.

**ABILITIES**

Static strength; manual dexterity; multilimb coordination; stamina; trunk strength.

**KNOWLEDGE**

Know machines & tools; know chemistry; know customer service; know construction; know mathematics.

**TASKS**

Clean building floors by sweeping, mopping, scrubbing, or vacuuming them. Gather & empty trash. Service, clean, & supply restrooms. Clean & polish furniture & fixtures. Clean windows, glass partitions, & mirrors, using soapy water or other cleaners, sponges, & squeegees. Dust furniture, walls, machines, & equipment. Make adjustments & minor repairs to heating, cooling, ventilating, plumbing, & electrical systems. Mix water & detergents or acids in containers to prepare cleaning solutions, according to specifications. Steam-clean or shampoo carpets. Strip, seal, finish, & polish floors.

**WORK ACTIVITIES**

Handle & move objects; perform general physical activities; repair & maintain mechanical equipment; operate vehicles or equipment; control machines & processes.

**WORK CONTEXT**

Exposed to hot & cold temperatures, hazardous conditions, & contaminants. Must wear protective gear. Spend time walking or running.

**ADVANCEMENT OPPORTUNITIES**

Usually limited in organizations where there is only one maintenance worker. Where there is a large staff, can be promoted to supervisor & to area supervisor or manager.

**WORKING CONDITIONS**

Work indoors mostly. Often work in evenings. Can work part-time or full time. Spend majority of time on feet. May be susceptible to minor work-related injuries.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
27,749	31,539

Average growth to 2012. Around 983 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$8.77	\$18,200	\$14,900 – 23,600
Kentucky	\$8.22	\$17,100	\$14,500 – 20,500

**LOCATION**

Over a quarter in Louisville area; nearly a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Roughly 30 percent work in services to buildings & dwellings; 17 percent in elementary & secondary schools; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Building cleaning workers.

**RELATED OCCUPATIONS**

Pest control workers; industrial machinery installation, repair, & maintenance workers; grounds maintenance workers.

**JOB DESCRIPTION**

Perform any combination of light cleaning duties to maintain private households or commercial establishments, such as hotels, restaurants, & hospitals, in a clean & orderly manner. Duties include making beds, replenishing linens, cleaning rooms & halls, & vacuuming.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Service orientation; active listening; equipment selection & maintenance; management of material resources.

**ABILITIES**

Trunk & static strength; stamina; wrist-finger speed; manual dexterity; problem sensitivity.

**KNOWLEDGE**

Know customer service; know chemistry; know machines & tools; know public safety & security; know design; know geography; know mathematics; know physics; know transportation.

**TASKS**

Clean rooms, hallways, lobbies, lounges, restrooms, corridors, elevators, stairways, locker rooms & other work areas so that health standards are met. Clean rugs, carpets, upholstered furniture, and/or draperies, using vacuum cleaners and/or shampooers. Empty wastebaskets, empty & clean ashtrays, & transport other trash & waste to disposal areas. Sweep, scrub, wax, and/or polish floors, using brooms, mops, and/or powered scrubbing & waxing machines. Dust & polish furniture & equipment. Keep storage areas & carts well-stocked, clean, & tidy. Polish silver accessories & metalwork such as fixtures & fittings. Remove debris from driveways, garages, & swimming pool areas. Replace light bulbs. Replenish supplies such as drinking glasses, linens, writing supplies, & bathroom items.

**WORK ACTIVITIES**

Handle & move objects; perform general physical activities; control machines & processes; estimate the quantifiable characteristics of products, events, & information; inspect equipment, structures, & material.

**WORK CONTEXT**

Work indoors. Spend time standing, walking, running, kneeling, crouching, stooping, crawling, & making repetitive motions.

**ADVANCEMENT OPPORTUNITIES**

Advancement opportunities usually are limited for sole maintenance workers. Where there is a large maintenance staff, however, cleaning workers can be promoted to supervisor & to area supervisor or manager.

**WORKING CONDITIONS**

Work is almost exclusively confined to summer months & daytime hours. Can work part-time or full time. Spend majority of time on feet. May be susceptible to minor work-related injuries.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
15,844	17,142

Average growth to 2012. Around 488 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$7.90	\$16,400	\$14,200 – 19,400
Kentucky	\$7.54	\$15,700	\$13,600 – 18,100

**LOCATION**

Nearly a third in Louisville area; around a quarter in Bluegrass areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 29 percent work in traveler accommodation; roughly 18 percent in general & medical services hospitals; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

Building cleaning workers.

**RELATED OCCUPATIONS**

Pest control workers; industrial machinery installation, repair, & maintenance workers; grounds maintenance workers.

## JOB DESCRIPTION

Landscaping or maintain grounds of property using hand or power tools or equipment. Workers typically perform a variety of tasks, which may include any combination of the following: sod laying, mowing, trimming, planting, watering, fertilizing, digging, raking, sprinkler installation, & installation of mortarless segmental concrete masonry wall units.

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Equipment selection & maintenance; installation; service orientation; operation & control.

## ABILITIES

Static, dynamic, & trunk strength; manual dexterity; stamina.

## KNOWLEDGE

Know chemistry; know machines & tools; know building & construction; know biology; know physics.

## TASKS

Care for established lawns by mulching, aerating, weeding, grubbing & removing thatch, & trimming & edging around flower beds, walks, & walls. Mix & spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, & trees, using hand or automatic sprayers or spreaders. Mow & edge lawns, using power mowers & edgers. Plant seeds, bulbs, foliage, flowering plants, grass, ground covers, trees, & shrubs, & apply mulch for protection, using gardening tools. Attach wires from planted trees to support stakes. Decorate gardens with stones & plants. Follow planned landscaping designs to determine where to lay sod, sow grass, or plant flowers & foliage. Gather & remove litter. Haul or spread topsoil, & spread straw over seeded soil to hold soil in place. Maintain irrigation systems, including winterizing the systems & starting them up in spring.

## WORK ACTIVITIES

Perform general physical activities; handle & move objects; operate vehicles & equipment; repair & maintain equipment; control machines & processes; obtain information; estimate the quantifiable characteristics of products, events, or information; monitor processes, materials, or surroundings.

## WORK CONTEXT

Work outdoors. Exposed to hot & cold temperatures, hazardous conditions, & contaminants. Must wear protective gear. Spend time walking, running, standing, kneeling, & making repetitive motions.

## ADVANCEMENT OPPORTUNITIES

May advance to crew leader or other supervisory positions. May require some formal education beyond high school & several years of progressively more responsible experience.

## WORKING CONDITIONS

Often work in evenings. Work can be physically demanding. Spend majority of time on feet. May be susceptible to minor work-related injuries. May face time pressure when preparing for events.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
11,775	14,343

Moderately fast growth to 2012. Around 563 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$9.51	\$19,800	\$16,300 – 24,800
Kentucky	\$9.05	\$18,800	\$16,100 – 22,800

## LOCATION

Nearly two fifths in Bluegrass area; over a quarter in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 25 percent work in services to buildings & dwellings; 20 percent are self-employed; about 13 percent work in other amusement & recreation industries; rest spread across a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

Grounds maintenance workers.

## RELATED OCCUPATIONS

Agricultural workers; farmers, ranchers, & agricultural managers; forest, conservation, & logging workers; landscape architects; biological scientists.

## JOB DESCRIPTION

Supervise & coordinate activities of personal service workers, such as supervisors of flight attendants, hairdressers, or caddies.

## EDUCATION

Work experience in a related occupation.

## LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

## SKILLS

Coordination; time management; management of personnel resources; instructing; service orientation.

## ABILITIES

Oral expression & comprehension; near vision; information ordering; deductive reasoning; perceptual speed; problem sensitivity; speech clarity; time sharing.

## KNOWLEDGE

Know business & management principles; know customer service; understand English language; know personnel & human resources; know education & training.

## TASKS

Coordinate activities of workers engaged in lodging & personal services. Evaluate workers' appearance & performance to ensure quality service & compliance with specifications. Train workers in proper operational procedures & functions, & explain company policy. Analyze & record personnel & operational data & write activity reports. Collaborate with personnel to plan & develop programs of events, schedules of activities, & menus. Resolve customer complaints regarding worker performance & services rendered. Assign work schedules, following work requirements, to ensure quality & timely delivery of services. Inspect work areas & operating equipment to ensure conformance to established standards. Furnish customers with information on events & activities. Inform workers about interests of specific groups.

## WORK ACTIVITIES

Coordinate the work & activities of others; communicate with peers, supervisors, & subordinates; obtain information; organize, plan, & prioritize work.

## WORK CONTEXT

Work indoors. Maintain contact with others, including external customers. Important to be accurate. Spend time sitting & standing.

## ADVANCEMENT OPPORTUNITIES

Advancement opportunities are limited, but may move to larger operations with a larger number of employees to oversee.

## WORKING CONDITIONS

Work will involve a variety of hours depending upon the particular occupation. Occupations may be either part-time or full-time. Managers are responsible for the satisfaction of all individuals to whom their workers cater.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,209	2,703

Fast growth to 2012. Around 114 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$13.92	\$29,000	\$22,500 – 38,200
Kentucky	\$11.92	\$24,800	\$19,800 – 32,800

## LOCATION

Nearly a quarter in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Almost 48 percent are self-employed; roughly 12 percent in personal care services; rest in several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Meeting & convention planners; opticians, dispensing; housekeeping supervisors; lawn service managers; recreation workers; managers of customer service.

## JOB DESCRIPTION

Feed, water, groom, bathe, exercise, or otherwise care for pets & other nonfarm animals, such as dogs, cats, ornamental fish or birds, zoo animals, & mice. May keep records of feedings, treatments, & animals received or discharged. May clean, disinfect, & repair cages, pens, or fish tanks.

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Reading comprehension; speaking; active listening; equipment selection; service orientation; writing.

## ABILITIES

Oral expression & comprehension; problem sensitivity; information ordering; written expression.

## KNOWLEDGE

Know chemistry; know machines & tools; know building & construction; know biology; know physics.

## TASKS

Adjust controls to regulate specified temperature & humidity of animal quarters, nurseries, or exhibit areas. Clean, organize, & disinfect animal quarters. Collect & record information such as weight, size, physical condition, treatments received, medications given, & food intake. Examine & observe animals in order to detect signs of illness, disease, or injury. Exercise animals in order to maintain their physical & mental health. Feed & water animals according to schedules & feeding instructions. Mix food, liquid formulas, medications, or food supplements according to instructions, prescriptions, & knowledge of animal species. Perform animal grooming duties. Provide treatment to sick or injured animals, or contact veterinarians to secure treatment. Administer laboratory tests to experimental animals, & keep records of responses.

## WORK ACTIVITIES

Perform general physical activities; handle & move objects; obtain, document, & record information; identify objects, actions, & events; monitor processes, materials, or surroundings.

## WORK CONTEXT

Work outdoors. Exposed to weather, hazardous conditions, & contaminants. Must wear protective gear. Uncomfortable or distracting noise levels possible.

## ADVANCEMENT OPPORTUNITIES

May advance to supervisory positions.

## WORKING CONDITIONS

Work can be physically demanding. Spend majority of time on feet. May be susceptible to minor work-related injuries. Any shift is possible.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2004	2012
2,005	2,521

Very fast growth to 2012. Around 112 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$8.21	\$17,100	\$14,500 – 21,300
Kentucky	\$7.05	\$14,700	\$12,800 – 18,900

## LOCATION

Over a quarter in Bluegrass area; nearly a fifth in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 25 percent are self-employed; around 24 percent work in other professional, scientific, & technical services; remaining spread across a variety of industries.

## ALTERNATE OCCUPATIONAL TITLES

Veterinary assistants.

## RELATED OCCUPATIONS

Agricultural technicians; animal breeders; log graders & scalers.



**JOB DESCRIPTION**

Perform variety of attending duties at amusement or recreation facility. May schedule use of recreation facilities, maintain & provide equipment to participants of sporting events or recreational pursuits, or operate amusement concessions & rides.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Speaking; service orientation; management of material resources; operation & control; social perceptiveness.

**ABILITIES**

Oral expression & comprehension; speech clarity; control precision; rate control.

**KNOWLEDGE**

Know customer service; know sales & marketing; know machines & tools; know public safety & security; know mathematics.

**TASKS**

Describe amusement park attractions to patrons in order to entice customers to games & other entertainment. Tend amusement booths in parks, carnivals, or stadiums, performing duties such as conducting games, photographing patrons, & awarding prizes. Direct patrons to rides, seats, or attractions. Fasten safety devices for patrons, or provide them with directions for fastening devices. Maintain inventories of equipment, storing & retrieving items & assembling & disassembling equipment. Ensure adherence to rules & safety procedures, & arrange for the removal of unruly patrons. Explain the use of mechanical riding devices or other automatic equipment in amusement parks, carnivals, or recreation areas. Provide assistance to patrons entering or exiting amusement rides, boats, or ski lifts, or mounting or dismounting animals. Provide information about facilities, entertainment options, & rules & regulations. Rent, sell, or issue sporting equipment & supplies.

**WORK ACTIVITIES**

Communicate with persons outside organization; establish & maintain interpersonal relationships; inspect equipment, structures, or material; work directly with the public; control machines & processes.

**WORK CONTEXT**

Work indoors or outdoors, sometimes exposed to weather. Maintain contact with others, including external customers. Distracting noise levels & sounds. Responsible for the health & safety of others. May deal with angry or unruly customers.

**ADVANCEMENT OPPORTUNITIES**

Advancement opportunities are limited, but may move to larger operations with a larger number of patrons or guests.

**WORKING CONDITIONS**

Work will involve a variety of hours depending upon seasonal activity & hours of operation. May be either part-time or full-time. Will likely spend a good portion of time standing & moving about.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,924	2,326

Fast growth to 2012. Around 103 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$7.18	\$14,900	\$13,500 – 17,800
Kentucky	\$6.82	\$14,200	\$12,800 – 16,100

**LOCATION**

Nearly a third in Louisville & Lincoln Trail areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 51 percent work in other amusement & recreation industries; roughly 15 percent in limited-service eating places; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Bartenders; waiters & waitresses; tour guides & escorts; counter & rental clerks; retail salespersons; service station attendants; combined food preparation & serving workers, including fast food.

**JOB DESCRIPTION**

Provide beauty services, such as shampooing, cutting, coloring, & styling hair, & massaging & treating scalp. May also apply makeup, dress wigs, perform hair removal, & provide nail & skin care services.

**EDUCATION**

Postsecondary vocational award.

**LOCATION OF TRAINING & EDUCATION**

Statewide.

**SKILLS**

Active listening; speaking; time management; coordination; social perceptiveness.

**ABILITIES**

Arm-hand steadiness; manual & finger dexterity; oral comprehension & expression; near vision; originality; speech recognition.

**KNOWLEDGE**

Know chemistry; know customer service; understand English language; know principles of business & management; know education & training.

**TASKS**

Keep work stations clean & sanitize tools such as scissors & combs. Cut, trim & shape hair or hairpieces, based on customers' instructions, hair type & facial features, using clippers, scissors, trimmers & razors. Analyze patrons' hair & other physical features to determine & recommend beauty treatment or suggest hair styles. Schedule client appointments. Bleach, dye, or tint hair, using applicator or brush. Update & maintain customer information records, such as beauty services provided. Shampoo, rinse, condition & dry hair & scalp or hairpieces with water, liquid soap, or other solutions. Operate cash registers to receive payments from patrons. Demonstrate & sell hair care products & cosmetics. Develop new styles & techniques.

**WORK ACTIVITIES**

Perform general physical activities; think creatively; maintain up-to-date knowledge; assist & care for others; obtain information.

**WORK CONTEXT**

Work indoors. Spend most of day standing. Must deal with external customers. Spend time making repetitive motions. Potential exposure to contaminants.

**ADVANCEMENT OPPORTUNITIES**

Usually takes the form of higher earnings as barbers & cosmetologists gain experience & build a clientele. May open own barber shop or salon.

**WORKING CONDITIONS**

Spend majority of time on feet. May be susceptible to minor skin irritants. Usually a forty-hour week, but longer hours are common.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
6,402	7,920

Very fast growth to 2012. Around 306 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$9.12	\$19,000	\$15,000 – 25,600
Kentucky	\$9.28	\$19,300	\$15,800 – 26,400

**LOCATION**

Nearly a fifth in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 44 percent work in personal care services; about 44 percent are self-employed; rest spread among a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Barbers, cosmetologists, & other personal appearance workers.

**RELATED OCCUPATIONS**

Massage therapists; fitness workers.

## JOB DESCRIPTION

Attend to children at schools, businesses, private households, & child care institutions. Perform a variety of tasks, such as dressing, feeding, bathing, & overseeing play.

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Social perceptiveness; speaking; active listening; service orientation; instructing.

## ABILITIES

Problem sensitivity; oral comprehension & expression; written comprehension; time sharing; speech clarity.

## KNOWLEDGE

Know psychology; know customer service; understand English language; know principles of business & management; know education & training.

## TASKS

Care for children in institutional setting, such as group homes, nursery schools, private businesses, or schools for the handicapped. Organize & participate in recreational activities, such as games. Discipline children & recommend or initiate other measures to control behavior, such as caring for own clothing & picking up toys & books. Place or hoist children into baths or pools. Instruct children in health & personal habits such as eating, resting, & toilet habits. Assist in preparing food for children & serve meals & refreshments to children & regulate rest periods. Read to children, & teach them simple painting, drawing, handicrafts, & songs. Wheel handicapped children to classes or other areas of facility, secure in equipment, such as chairs & slings. Monitor children on life-support equipment to detect malfunctioning of equipment, & call for medical assistance when needed. Accompany children to & from school, on outings, & to medical appointments.

## WORK ACTIVITIES

Assist & care for others; perform general physical activities; handle & move objects; monitor processes, materials, & surroundings; communicate with peers, supervisors, & subordinates; identify objects, actions, & events.

## WORK CONTEXT

Maintain contact with others, especially external customers. Deal with unpleasant or angry people. Important to be accurate.

## ADVANCEMENT OPPORTUNITIES

May advance to supervisory or administrative positions in large childcare centers or preschools. May require a bachelor's or master's degree.

## WORKING CONDITIONS

Work setting will depend on nature of childcare involved. Work can be physically taxing, but also deeply rewarding. Hours will vary greatly. Turnover in this occupation is frequent.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
19,023	24,612

Very fast growth to 2012. Around 1,179 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$7.86	\$16,300	\$13,900 – 20,100
Kentucky	\$7.41	\$15,400	\$13,300 – 17,700

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Around 42 percent are self-employed; 26 percent work in child day care services; rest spread among a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Teacher assistants; teachers—preschool, kindergarten, elementary, middle, & secondary; teachers—special education.

## JOB DESCRIPTION

Assist elderly or disabled adults with daily living activities at the person's home or in a daytime non-residential facility. May include keeping house (making beds, doing laundry, washing dishes) & preparing meals. May provide meals & supervised activities at non-residential care facilities.

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Social perceptiveness; speaking; active listening; service orientation; instructing.

## ABILITIES

Problem sensitivity; oral comprehension & expression; written expression; fluency of ideas; speech clarity.

## KNOWLEDGE

Know clerical & administrative procedures; know customer service; know medicine & industry; know education & training.

## TASKS

Administer bedside & personal care. Care for individuals & families during periods of incapacitation, family disruption or convalescence, providing companionship, personal care & help in adjusting to new lifestyles. Instruct & advise clients on issues such as household cleanliness, utilities, hygiene, nutrition & infant care. Participate in case reviews. Perform health-care related tasks, such as monitoring vital signs & medication, under the direction of registered nurses & physiotherapists. Perform housekeeping duties, such as cooking, cleaning, washing clothes & dishes. Plan, shop for, & prepare meals, including special diets, & assist families in planning, shopping for, & preparing nutritious meals. Train family members to provide bedside care. Transport clients to locations outside the home, such as to physicians' offices or on outings, using a motor vehicle.

## WORK ACTIVITIES

Assist & care for others; perform general physical activities; handle & move objects; train & teach others; maintain interpersonal relationships.

## WORK CONTEXT

Work indoors. Maintain contact with others, including external customers. Coordinate & lead others. Spend time standing, sitting, walking, & running.

## ADVANCEMENT OPPORTUNITIES

Advancement is limited. In some agencies, may start out performing homemaker duties, such as cleaning. With experience & training, may take on personal care duties. Often deal with several customers a day.

## WORKING CONDITIONS

Daily activities & setting may vary. Hours will depend on the needs of the client. Clients might be angry, abusive, depressed, or otherwise difficult.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,134	4,005

Very fast growth to 2012. Around 156 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$7.81	\$16,200	\$13,800 – 18,800
Kentucky	\$7.51	\$15,600	\$13,600 – 17,600

## LOCATION

Nearly a quarter in both Bluegrass & Louisville areas; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 22 percent work in individual & family services; 18 percent in home health care services; 15 percent in private households; rest spread among a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Nursing, psychiatric, & home health aides; occupational therapist assistants & aides; physical therapist assistants & aides.

**JOB DESCRIPTION**

Instruct or coach groups or individuals in exercise activities & the fundamentals of sports. Demonstrate techniques & methods of participation. Observe participants & inform them of corrective measures necessary to improve their skills.

**EDUCATION**

Postsecondary vocational award.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges, universities, & technical schools.

**SKILLS**

Instructing; speaking; coordination; learning strategies; monitoring; social perceptiveness.

**ABILITIES**

Oral expression; speech clarity; time sharing; gross body & multilimb coordination; stamina.

**KNOWLEDGE**

Know education & training; know psychology; know customer service; know biology; understand English language.

**TASKS**

Conduct therapeutic, recreational, or athletic activities. Evaluate individuals' abilities, needs, & physical conditions, & develop suitable training programs to meet any special requirements. Explain & enforce safety rules & regulations governing sports, recreational activities, & the use of exercise equipment. Instruct participants in maintaining exertion levels in order to maximize benefits from exercise routines. Monitor participants' progress & adapt programs as needed. Observe participants & inform them of corrective measures necessary for skill improvement. Offer alternatives during classes to accommodate different levels of fitness. Organize, lead, & referee indoor & outdoor games such as volleyball, baseball, & basketball. Plan physical education programs to promote development of participants' physical attributes & social skills. Plan routines, choose appropriate music, & choose different movements for each set of muscles, depending on participants' capabilities.

**WORK ACTIVITIES**

Coach & develop others; maintain interpersonal relationships; train & teach others; develop & build teams; perform general physical activities.

**WORK CONTEXT**

Work indoors or outdoors, sometimes exposed to weather. Maintain contact with others. Spend time walking, running, kneeling, crouching, stooping, crawling, bending, or twisting the body.

**ADVANCEMENT OPPORTUNITIES**

College courses in management, business administration, accounting, & personnel management are helpful for advancement to supervisory or managerial jobs.

**WORKING CONDITIONS**

Work will involve a variety of hours depending upon the setting. May be either part-time or full-time. Risk the potential of injury during activities.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,120	1,562

Very fast growth to 2012. Around 78 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.51	\$23,900	\$16,800 – 37,800
Kentucky	\$9.75	\$20,300	\$14,600 – 32,600

**LOCATION**

Nearly two fifths in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 52 percent work in other amusement & recreation industries; roughly 27 percent in civic & social organizations; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Counselors; probation officers & correctional treatment specialists; psychologists; recreational therapists; social workers; athletes, coaches, umpires, & related workers.

## JOB DESCRIPTION

Conduct recreation activities with groups in public, private, or volunteer agencies or recreation facilities. Organize activities, such as arts & crafts, sports, games, music, dramatics, social recreation, camping, & hobbies, taking into account the needs & interests of individual members.

## EDUCATION

Bachelor's degree.

## LOCATION OF TRAINING & EDUCATION

Statewide colleges & universities.

## SKILLS

Coordination; management of personnel resources; service orientation; social perceptiveness; speaking.

## ABILITIES

Oral expression & comprehension; speech clarity; written expression; fluency of ideas.

## KNOWLEDGE

Know education & training; know psychology; know customer service; know administration & management principles; understand English language.

## TASKS

Ascertain & interpret group interests, evaluate equipment & facilities, & adapt activities to meet participant needs. Complete & maintain time & attendance forms & inventory lists. Enforce rules & regulations of recreational facilities in order to maintain discipline & ensure safety. Explain principles, techniques, & safety procedures to participants in recreational activities, & demonstrate use of materials & equipment. Greet new arrivals to activities, introducing them to other participants, explaining facility rules, & encouraging their participation. Manage the daily operations of recreational facilities. Meet with staff to discuss rules, regulations, & work-related problems. Organize, lead, & promote interest in recreational activities such as arts, crafts, sports, games, camping, & hobbies. Provide for entertainment & set up related decorations & equipment. Schedule maintenance & use of facilities.

## WORK ACTIVITIES

Coordinate the activities of others; maintain interpersonal relationships; communicate with persons outside organization; think creatively; communicate with supervisors, peers, & subordinates.

## WORK CONTEXT

Work indoors or outdoors, sometimes exposed to weather. Maintain contact with others, including external customers. Responsible for health & safety of others. Spend time sitting, standing, walking, & running.

## ADVANCEMENT OPPORTUNITIES

College courses in management, business administration, accounting, & personnel management are helpful for advancement to supervisory or managerial jobs.

## WORKING CONDITIONS

Work a 40-hour week. May work a variety of shifts depending on hours of operation. Spend a great amount of time outdoors & may be susceptible to minor injuries.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,277	4,046

Very fast growth to 2012. Around 167 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$8.69	\$18,100	\$14,700 – 23,600
Kentucky	\$8.38	\$17,400	\$14,200 – 23,300

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Around 23 percent work in religious organizations; roughly 14 percent in nursing care facilities; rest in several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Counselors; probation officers & correctional treatment specialists; psychologists; recreational therapists; social workers; athletes, coaches, umpires, & related workers; fitness trainers & aerobics instructors.



## JOB DESCRIPTION

Directly supervise sales workers in a retail establishment or department. May include management functions, such as purchasing, budgeting, accounting, & personnel work, in addition to supervisory duties.

## EDUCATION

Work experience in a related occupation.

## LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

## SKILLS

Management of personnel resources; active listening; service orientation; time management; instructing.

## ABILITIES

Problem sensitivity; oral comprehension & expression; deductive & inductive reasoning; speech recognition; speech clarity.

## KNOWLEDGE

Know customer service; know mathematics; know personnel & human resources; know business & management principles; understand English language.

## TASKS

Provide customer service by greeting & assisting customers, & responding to customer inquiries & complaints. Monitor sales activities to ensure that customers receive satisfactory service & quality goods. Assign employees to specific duties. Direct & supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or in performing services for customers. Inventory stock & reorder when inventory drops to a specified level. Keep records of purchases, sales, & requisitions. Enforce safety, health, & security rules. Examine products purchased for resale or received for storage to assess the condition of each product or item. Hire, train, & evaluate personnel in sales or marketing establishments, promoting or firing workers when appropriate. Perform work activities of subordinates, such as cleaning & organizing shelves & displays & selling merchandise.

## WORK ACTIVITIES

Work directly with the public; organize, plan, & prioritize work; maintain interpersonal relationships; communicate with persons outside organization; communicate with peers, supervisors, & subordinates.

## WORK CONTEXT

Work indoors. Maintain contact with others, including external customers. Coordinate & lead others. Spend time standing. Work with a group or team. Responsibility for outcomes & results.

## ADVANCEMENT OPPORTUNITIES

Advancement usually entails added responsibilities or supervision of a larger number or employees.

## WORKING CONDITIONS

Hours & work setting will vary depending on the nature of retailer involved. Spend majority of time on feet, often assisting customers & other employees.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
24,683	28,724

Moderately fast growth to 2012. Around 930 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$14.28	\$29,700	\$22,800 – 40,100
Kentucky	\$12.13	\$25,200	\$20,000 – 34,300

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Around 30 percent are self-employed; rest spread across a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Sales managers; purchasing managers; food service managers; lodging managers; property, real estate, & community association managers; agents & business managers of artists, performers, & athletes; personnel recruiters; training & development specialists.

## JOB DESCRIPTION

Directly supervise & coordinate activities of sales workers other than retail sales workers. May perform duties, such as budgeting, accounting, & personnel work, in addition to supervisory duties.

## EDUCATION

Work experience in a related occupation.

## LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

## SKILLS

Critical thinking; speaking; coordination; judgment & decision making; active listening; management of financial & personal resources; reading comprehension.

## ABILITIES

Oral & written comprehension & expression; originality; deductive reasoning.

## KNOWLEDGE

Know sales & marketing; know mathematics; know personnel & human resources; know business & management principles; understand English language; know economics & accounting.

## TASKS

Supervise employees engaged in sales, inventory-taking, reconciling cash receipts, or performing specific service such as pumping gasoline for customers. Plan & prepare work schedules & assign employees to specific duties. Hire, train, & evaluate personnel in sales or marketing establishment. Coordinate sales promotion activities & prepares merchandise displays & advertising copy. Listen to & resolve customer complaints regarding service, product, or personnel. Examine merchandise to ensure that it is correctly priced & displayed. Inventory stock & reorder when inventories drop. Examine products purchased for resale or received for storage. Prepare rental agreement, specifying charges & payment procedures, for use of machinery, tools, or other items. Formulate pricing policies on merchandise according to requirements for profitability of store operations.

## WORK ACTIVITIES

Work directly with the public; organize, plan, & prioritize work; maintain interpersonal relationships; communicate with persons outside organization; communicate with peers, supervisors, & subordinates.

## WORK CONTEXT

Work indoors. Maintain contact with others, including external customers. Coordinate & lead others. Spend time standing. Work with a group or team. Responsibility for outcomes & results.

## ADVANCEMENT OPPORTUNITIES

Advancement usually entails added responsibilities or supervision of a larger number or employees.

## WORKING CONDITIONS

Hours & work setting will vary depending on the nature of retailer involved. Spend majority of time on feet, often assisting customers & other employees.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
5,725	7,053

Very fast growth to 2012. Around 268 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$14.28	\$29,700	\$22,800 – 40,100
Kentucky	\$12.13	\$25,200	\$20,000 – 34,300

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Around 40 percent are self-employed; rest in a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Sales managers; purchasing managers; food service managers; lodging managers; property, real estate, & community association managers; agents & business managers of artists, performers, & athletes; personnel recruiters; training & development specialists.

**JOB DESCRIPTION**

Receive & disburse money in establishments other than financial institutions. Usually involves use of electronic scanners, cash registers, or related equipment.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Mathematics; service orientation; speaking; social perceptiveness; active listening.

**ABILITIES**

Oral expression & comprehension; speech clarity; near vision; number facility; finger dexterity.

**KNOWLEDGE**

Know customer service; know clerical & administrative procedures; know mathematics; know computers & electronics; understand English language.

**TASKS**

Answer customers' questions, & provide information on procedures or policies. Bag, box, wrap, or gift-wrap merchandise, & prepare packages for shipment. Compute & record totals of transactions. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct & that there is adequate change. Establish or identify prices of goods, services or admission, & tabulate bills using calculators, cash registers, or optical price scanners. Greet customers entering establishments. Issue receipts, refunds, credits, or change due to customers. Issue trading stamps, & redeem food stamps & coupons. Maintain clean & orderly checkout areas. Monitor checkout stations to ensure that they have adequate cash available & that they are staffed appropriately.

**WORK ACTIVITIES**

Control machines & processes; communicate with persons outside organization; work directly with the public; handle & move objects; document & record information; maintain interpersonal relationships.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time standing, sitting, walking & running. May deal with unpleasant or angry people. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

Advancement opportunities vary. Promotion may be to a full-time position. May advance to head cashier or cash-office clerk.

**WORKING CONDITIONS**

Over a half of all cashiers work part-time. Often work weekends, evenings, & holidays. Responsible for large sums of money, which may induce potential for crime.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
52,475	60,165

Moderately fast growth to 2012. Around 3,421 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$7.41	\$15,400	\$13,500 – 18,200
Kentucky	\$6.93	\$14,400	\$12,800 – 17,000

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 26 percent work in gasoline stations; about 22 percent in grocery stores; remainder in a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Counter & rental clerks; food & beverage serving & related workers; gaming cage workers; Postal Service workers; retail salespersons,

**JOB DESCRIPTION**

Receive orders for repairs, rentals, & services. May describe available options, compute cost, & accept payment.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Mathematics; service orientation; speaking; social perceptiveness; active listening.

**ABILITIES**

Oral expression & comprehension; speech clarity; near vision; number facility; finger dexterity.

**KNOWLEDGE**

Know customer service; know clerical & administrative procedures; know mathematics; know computers & electronics; understand English language.

**TASKS**

Answer customers' questions, & provide information on procedures or policies. Bag, box, wrap, or gift-wrap merchandise, & prepare packages for shipment. Compute & record totals of transactions. Count money in cash drawers at the beginning of shifts to ensure that amounts are correct & that there is adequate change. Establish or identify prices of goods, services or admission, & tabulate bills using calculators, cash registers, or optical price scanners. Greet customers entering establishments. Issue receipts, refunds, credits, or change due to customers. Issue trading stamps, & redeem food stamps & coupons. Maintain clean & orderly checkout areas. Monitor checkout stations to ensure that they have adequate cash available & that they are staffed appropriately.

**WORK ACTIVITIES**

Control machines & processes; communicate with persons outside organization; work directly with the public; handle & move objects; document & record information; maintain interpersonal relationships.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time standing, sitting, walking & running. May deal with unpleasant or angry people. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

Advancement opportunities vary. Promotion may be to a full-time position. May advance to head cashier or cash-office clerk.

**WORKING CONDITIONS**

Over a half of all cashiers work part-time. Often work weekends, evenings, & holidays. Responsible for large sums of money, which may induce potential for crime.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
6,395	7,493

Moderately fast growth to 2012. Around 371 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$7.41	\$15,400	\$13,500 – 18,200
Kentucky	\$6.93	\$14,400	\$12,800 – 17,000

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 37 percent work in consumer goods rental; rest occur in a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Counter & rental clerks; food & beverage serving & related workers; gaming cage workers; Postal Service workers; retail salespersons.

**JOB DESCRIPTION**

Sell merchandise, such as furniture, motor vehicles, appliances, or apparel in a retail establishment.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Active listening; critical thinking; social perceptiveness; speaking; mathematics.

**ABILITIES**

Oral expression & comprehension; speech clarity; speech recognition; trunk strength.

**KNOWLEDGE**

Know customer service; know business & management principles; know mathematics; know sales & marketing; know education & training.

**TASKS**

Greet customers & ascertain what each customer wants or needs. Open & close cash registers, performing tasks such as counting money, separating charge slips, coupons, & vouchers, balancing cash drawers, & making deposits. Maintain knowledge of current sales & promotions, policies regarding payment & exchanges, & security practices. Compute sales prices, total purchases & receive & process cash or credit payment. Maintain records related to sales. Watch for & recognize security risks & thefts, & know how to prevent or handle these situations. Recommend, select, & help locate or obtain merchandise based on customer needs & desires. Answer questions regarding the store & its merchandise. Describe merchandise & explain use, operation, & care of merchandise to customers. Ticket, arrange & display merchandise to promote sales.

**WORK ACTIVITIES**

Work directly with the public; influence others; obtain information; maintain interpersonal relationships; communicate with peers, supervisors, & subordinates.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers, often in close proximity. Spend time standing. Work with a group or team. Must spend time on the telephone.

**ADVANCEMENT OPPORTUNITIES**

Advancement is limited because owners do most of the managerial work. May be promoted to assistant managers.

**WORKING CONDITIONS**

Usually work in clean, comfortable, well-lighted stores. Hours will be irregular & will depend on peak seasons for retail trade. Can be rewarding for those who like to work with people.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
55,929	60,366

Slow growth to 2012. Around 2,548 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$8.51	\$17,700	\$14,700 – 23,500
Kentucky	\$8.02	\$16,700	\$13,800 – 22,000

**LOCATION**

Nearly a fifth of all job openings in each of Bluegrass & Louisville areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Sales representatives, wholesale & manufacturing; securities, commodities, & financial services sales agents; counter & rental clerks; real estate brokers & sales agents; purchasing managers, buyers, & purchasing agents; insurance sales agents; sales engineers; cashiers.

**JOB DESCRIPTION**

Sell life, property, casualty, health, automotive, or other types of insurance. May refer clients to independent brokers, work as independent broker, or be employed by an insurance company.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Active listening; speaking; time management; reading comprehension; persuasion.

**ABILITIES**

Oral & written comprehension & expression; speech clarity & recognition; deductive reasoning.

**KNOWLEDGE**

Know customer service; know sales & marketing; understand English language; know computers & electronics; know business & management principles.

**TASKS**

Call on policyholders to explain policy, to analyze insurance program & suggest changes, or to change beneficiaries. Calculate premiums & establish payment method. Customize insurance programs to suit individual customers. Sell various types of insurance policies to businesses & individuals on behalf of insurance companies, including automobile, fire, life, property, medical & dental insurance or specialized policies. Interview prospective clients to obtain data about their financial resources & needs, the physical condition of the person or property to be insured, & to discuss any existing coverage. Seek out new clients & develop clientele by networking to find new customers & generate lists of prospective clients. Promote sale of insurance plans. Contact underwriter & submit forms to obtain binder coverage. Ensure that policy requirements are fulfilled, including any necessary medical examinations & the completion of appropriate forms. Confer with clients to obtain & provide information when claims are made on a policy.

**WORK ACTIVITIES**

Obtain information; maintain interpersonal relationships; make decisions & solve problems; process information; interact with computers.

**WORK CONTEXT**

Maintain contact with others, including external customers, often in face-to-face situations. Draft letters & memos & spend time on the telephone. Respond to a certain level of competition.

**ADVANCEMENT OPPORTUNITIES**

May become a sales manager in a local office or advance to agency superintendent or executive positions. May establish one's own independent agencies or brokerage firms.

**WORKING CONDITIONS**

Work out of small offices, but spend most time in the field. May work excessive or evening & weekend hours due to pressing needs & claims. May work up to 60 hours per week.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,784	4,372

Moderately fast growth to 2012. Around 161 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$19.59	\$40,700	\$28,900 – 64,500
Kentucky	\$16.18	\$33,700	\$21,400 – 70,700

**LOCATION**

Two fifths of all job openings in Louisville areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Almost 51 percent work for agencies, brokerages, & other insurance related activities; 24 percent are self-employed; 23 percent work for insurance carriers; rest spread among a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Real estate sales agents & brokers; securities, commodities, & financial services sales agents; financial analysts & personal financial advisors; financial managers; insurance underwriters; claims adjusters, examiners, & investigators; insurance appraisers.



**JOB DESCRIPTION**

Buy & sell securities in investment & trading firms, or call upon businesses & individuals to sell financial services. Provide financial services, such as loan, tax, & securities counseling. May advise securities customers about stocks, bonds, & market conditions.

**EDUCATION**

Bachelor's degree.

**LOCATION OF TRAINING & EDUCATION**

Statewide colleges & universities.

**SKILLS**

Persuasion; judgment & decision making; speaking; systems evaluation & analysis.

**ABILITIES**

Oral expression; written comprehension; number facility; deductive reasoning; mathematical reasoning; speech clarity.

**KNOWLEDGE**

Know economics & accounting; know sales & marketing; know mathematics; understand English language; know law & government.

**TASKS**

Contact prospective customers in order to present information & explain available services. Develop financial plans based on analysis of clients' financial status, & discuss financial options with clients. Relay buy or sell orders to securities exchanges or to firm trading departments. Analyze market conditions in order to determine optimum times to execute securities transactions. Determine customers' financial services needs, & prepare proposals to sell services that address these needs. Develop prospects from current commercial customers, referral leads, & sales & trade meetings. Prepare forms or agreements to complete sales. Sell services & equipment, such as trusts, investments, & check processing services. Evaluate costs & revenue of agreements in order to determine continued profitability. Make presentations on financial services to groups in order to attract new clients. Review business trends in order to advise customers regarding expected fluctuations.

**WORK ACTIVITIES**

Communicate with persons outside organization; influence others; obtain document, & record information; interpret the meaning of information for others; make decisions & solve problems; provide consultation to others.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time standing. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

The principal form of advancement is an increase in the number & size of the accounts handled. May eventually handle very large institutional accounts, such as those of banks & pension funds or become portfolio managers or branch office managers.

**WORKING CONDITIONS**

Work in offices, often under stressful conditions. Usually work a forty-hour workweek, but beginners may work longer hours.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,749	3,258

Moderately fast growth to 2012. Around 94 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$29.32	\$61,000	\$36,200 – 117,000
Kentucky	\$18.91	\$39,300	\$27,400 – 57,200

**LOCATION**

About a fifth in each of Bluegrass & Louisville areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Approximately 43 percent work in securities & commodity contracts intermediation & brokerage; around 37 percent for depository credit intermediation; remainder in a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Insurance sales agents, real estate brokers & sales agents; financial analysts & personal financial advisors.

**JOB DESCRIPTION**

Sell goods for wholesalers or manufacturers where technical or scientific knowledge is required in such areas as biology, engineering, chemistry, & electronics, normally obtained from at least 2 years of post-secondary education.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Speaking; active listening; instructing; operations analysis; persuasion; reading comprehension; science; mathematics; service orientation.

**ABILITIES**

Oral expression & comprehension; number facility; deductive reasoning; mathematical reasoning; speech clarity; information ordering.

**KNOWLEDGE**

Know sales & marketing; know chemistry; know mathematics; understand English language; know economics & accounting.

**TASKS**

Analyze communication needs of customer & consult with staff engineers regarding technical problems. Train establishment personnel in equipment use. Recommend equipment to meet customer requirements. Negotiate terms of sale & services with customer. Sell scientific or technical products. Solicit orders from customers in person or by phone. Demonstrate uses of products. Prepare reports of business transactions. Inform customer of estimated delivery schedule, service contracts, warranty, or other information pertaining to purchased products. Compile lists of prospective customers for use as sales leads. Prepare sales contracts for orders obtained. Consult with customer regarding installation & set-up. Quote prices & credit terms. Design & fabricate custom-made products. Evaluate customer needs & emphasize product features based on technical knowledge of product capabilities.

**WORK ACTIVITIES**

Communicate with persons outside organization; influence others; obtain document, & record information; interpret the meaning of information for others; make decisions & solve problems; provide consultation to others.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time standing & sitting.

**ADVANCEMENT OPPORTUNITIES**

Advancement typically involves acquisition of additional clients & responsibilities.

**WORKING CONDITIONS**

Work in comfortable offices, but may travel to meet clients. Usually work a forty-hour workweek, but beginners may work longer hours.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
6,194	7,433

Moderately fast growth to 2012. Around 310 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$26.80	\$55,700	\$39,500 – 79,400
Kentucky	\$29.19	\$60,700	\$39,200 – 84,000

**LOCATION**

Over two fifths in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 21 percent work in wholesale electronic markets & agents & brokers; about 17 percent for drugs & druggists' sundries merchant wholesalers; remainder in a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Order clerks.

**RELATED OCCUPATIONS**

Insurance sales agents, real estate brokers & sales agents; financial analysts & personal financial advisors.

**JOB DESCRIPTION**

Sell goods for wholesalers or manufacturers to businesses or groups of individuals. Work requires substantial knowledge of items sold.

**EDUCATION**

Work experience in a related occupation.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Critical thinking; speaking; coordination; judgment & decision making; active listening; management of financial & personnel resources; reading comprehension.

**ABILITIES**

Written & oral expression & comprehension; originality; deductive reasoning.

**KNOWLEDGE**

Know business & management principles; know personnel & human resources; know mathematics; know sales & marketing; know economics & accounting.

**TASKS**

Contacts regular & prospective customers to solicit orders. Recommends products to customers, based on customer's specific needs & interests. Answers questions about products, prices, durability & credit terms. Meets with customers to demonstrate & explain features of products. Prepares lists of prospective customers. Reviews sales records & current market information to determine value or sales potential of product. Estimates delivery dates & arranges delivery schedules. Completes sales contracts or forms to record sales information. Instructs customers in use of products. Assists & advises retail dealers in use of sales promotion techniques.

**WORK ACTIVITIES**

Schedule work & activities; monitor & control resources; communicate with peers, supervisors, & subordinates; staff organizational units; analyze data or information; coordinate the activities of others.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time standing, sitting, walking & running. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

Advancement typically involves acquisition of additional clients & responsibilities.

**WORKING CONDITIONS**

Work in comfortable offices, but may travel to meet clients. Usually work a forty-hour workweek, but beginners may work longer hours.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
17,673	21,581

Moderately fast growth to 2012. Around 927 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$25.49	\$53,000	\$37,700 – 77,700
Kentucky	\$21.28	\$44,300	\$32,300 – 61,700

**LOCATION**

Over two fifths in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Order clerks.

**RELATED OCCUPATIONS**

Wholesale & retail buyers, farm products; public relations specialists; retail salespersons; sales representatives, mechanical equipment & supplies; sales representatives, medical; demonstrators & product promoters.

## JOB DESCRIPTION

Demonstrate merchandise & answer questions to create public interest in buying a product. May sell demonstrated merchandise.

## EDUCATION

Moderate-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Active listening; persuasion; speaking; social perceptiveness; instructing.

## ABILITIES

Written & oral expression & comprehension; auditory attention; speech clarity & recognition; near vision; fluency of ideas; memorization.

## KNOWLEDGE

Know sales & marketing; know communications & media; understand English language; know education & training; know customer service.

## TASKS

Demonstrates & explains products, methods, or services to persuade customers to purchase products or utilize services available, & answers questions. Visits homes, community organizations, stores, & schools to demonstrate products or services. Attends trade, traveling, promotional, educational, or amusement exhibit to answer visitors' questions & to protect exhibit against theft or damage. Sets up & arranges display to attract attention of prospective customers. Suggests product improvements to employer & product to purchase to customer. Gives product samples or token gifts to customers, & distributes handbills, brochures, or gift certificates to passers-by. Answers telephone & written requests from customers for information about product use & writes articles & pamphlets on product. Lectures & shows slides to users of company product. Advises customers on homemaking problems related to products or services offered by company. Wears costume or sign boards & walks in public to attract attention to advertise merchandise, services, or belief.

## WORK ACTIVITIES

Influence & persuade others; communicate with persons outside an organization; maintain interpersonal relationships; interpret the meaning of information for others; work directly with the public.

## WORK CONTEXT

Work indoors & outdoors. Maintain contact with others, including external customers. Spend time standing, sitting, walking, & running.

## ADVANCEMENT OPPORTUNITIES

May advance to other marketing & sales occupations or open one's own business.

## WORKING CONDITIONS

Many have variable work schedules, & most positions exist for less than six months. Frequent travel & night & weekend work is likely. May feel the pressure to persuade consumers in a limited amount of time.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,511	1,907

Very fast growth to 2012. Around 81 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$9.80	\$20,400	\$16,600 – 28,800
Kentucky	\$10.62	\$22,100	\$18,500 – 30,800

## LOCATION

Over a quarter in Northern Kentucky area; nearly a fifth in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 29 percent are self-employed; another 16 percent work in employment services; rest spread among a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

Models.

## RELATED OCCUPATIONS

Actors, producers, & directors; insurance sales agents; real estate brokers; retail salespersons; sales representatives, wholesale & manufacturing; reservation & transportation ticket agents & travel clerks.

**JOB DESCRIPTION**

Rent, buy, or sell property for clients. Study property listings, interview prospective clients, accompany clients to property site, discuss conditions of sale, & draw up real estate contracts.

**EDUCATION**

Postsecondary vocational award. Licensing through the Kentucky Real Estate Commission.

**LOCATION OF TRAINING & EDUCATION**

Statewide.

**SKILLS**

Speaking; persuasion; judgment & decision making; active listening; social perceptiveness; reading comprehension.

**ABILITIES**

Oral expression & comprehension; speech clarity; number facility; written comprehension.

**KNOWLEDGE**

Know sales & marketing; know law & government; know business & management principles; know economics & accounting; understand English language; know mathematics.

**TASKS**

Accompany buyers during visits to & inspections of property. Act as an intermediary in negotiations between buyers & sellers, generally representing one or the other. Advise clients on market conditions, prices, mortgages, legal requirements & related matters. Advise sellers on how to make homes more appealing to potential buyers. Answer clients' questions regarding construction work, financing, maintenance, repairs, & appraisals. Arrange for title searches to determine whether clients have clear property titles. Arrange meetings between buyers & sellers when details of transactions need to be negotiated. Compare a property with similar properties that have recently sold in order to determine its competitive market price. Confer with escrow companies, lenders, home inspectors, & pest control operators to ensure that terms & conditions of purchase agreements are met before closing dates.

**WORK ACTIVITIES**

Influence others; maintain interpersonal relationships; obtain information; judge the qualities of things, services, or people; communicate with persons outside organization; work directly with the public.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time standing & sitting. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

May earn higher rates of commission. Can advance to sales manager or general manager, or open individual offices.

**WORKING CONDITIONS**

Many may now work from home due to advances in technology. Still, much time is spent on property sites with clients. Work a standard forty-hour week, but hours may be irregular to meet clients' needs.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,608	5,992

Very fast growth to 2012. Around 258 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$14.87	\$30,900	\$21,000 – 52,900
Kentucky	\$13.80	\$28,700	\$19,300 – 34,800

**LOCATION**

Nearly a quarter in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 55 percent are self-employed; about 17 percent work as lessors of real estate; remainder in a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Real estate brokers.

**RELATED OCCUPATIONS**

Insurance sales agents; retail salespersons; sales representatives, wholesale & manufacturing; securities, commodities, & financial services sales agents; property, real estate, & community association managers.

**JOB DESCRIPTION**

Sell goods or services door-to-door or on the street.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Active listening; persuasion; speaking; social perceptiveness; service orientation.

**ABILITIES**

Written expression; oral comprehension & expression; number facility; speech clarity.

**KNOWLEDGE**

Know sales & marketing; know communications & media; understand English language; know economics & accounting; know mathematics; know telecommunications; know customer service.

**TASKS**

Contacts customers by phone, mail, or in person to offer or persuade them to purchase merchandise or services. Maintains records of accounts & orders & develops prospect lists. Sets up & displays sample merchandise at parties or stands. Orders or purchases supplies & stocks cart or stand. Distributes product samples or literature that details products or services. Writes orders for merchandise or enters order into computer. Circulates among potential customers or travels by foot, truck, automobile, or bicycle to deliver or sell merchandise or services. Delivers merchandise, serves customer, collects money, & makes change. Arranges buying party & solicits sponsorship of parties to sell merchandise. Explains products or services & prices & demonstrates use of products.

**WORK ACTIVITIES**

Influence & persuade others; communicate with persons outside an organization; maintain interpersonal relationships; document & record information; work directly with the public; monitor & control resources.

**WORK CONTEXT**

Work indoors & outdoors. Maintain contact with others, including external customers. Spend time standing, sitting, walking, & running. May deal with unpleasant or angry people.

**ADVANCEMENT OPPORTUNITIES**

May advance to other marketing & sales occupations or open one's own business.

**WORKING CONDITIONS**

Many have variable work schedules. Frequent travel & night & weekend work is likely. May feel the pressure to persuade consumers in a limited amount of time.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,597	3,087

Moderately fast growth to 2012. Around 119 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$12.18	\$25,300	\$16,400 – 38,400
Kentucky	\$15.68	\$32,600	\$22,300 – 42,900

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Almost 76 percent are self-employed; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Retail salespersons; advertising sales agents; insurance sales agents; sales representatives, agricultural; sales representatives, medical; sales representatives, instruments; drivers/sales workers.



**JOB DESCRIPTION**

Supervise & coordinate the activities of clerical & administrative support workers.

**EDUCATION**

Work experience in a related occupation.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Management of personnel resources; speaking; time management; monitoring; reading comprehension; coordination; active listening.

**ABILITIES**

Oral & written expression & comprehension; speech clarity; near vision.

**KNOWLEDGE**

Know business & management principles; know administrative & clerical procedures; understand English language; know education & training; know mathematics; know personnel & human resources.

**TASKS**

Supervises & coordinates activities of workers engaged in customer service or administrative & clerical activities. Plans, prepares, & devises work schedules, according to budgets, statistical forecasts & workloads. Observes & evaluates workers' performance. Issues instructions & assigns duties to workers. Trains & instructs employees. Hires & discharges workers. Communicates with other departments & management to resolve problems & expedite work. Interprets & communicates work procedures & company policies to staff. Helps workers in resolving problems & completing work. Resolves complaints & answers questions of customers regarding services & procedures. Analyzes financial activities of establishment or department & assists in planning budget. Verifies completeness & accuracy of subordinates' work, computations, & records.

**WORK ACTIVITIES**

Coordinate the work & activities of others; guide, direct, & motivate subordinates; coach & develop others; maintain interpersonal relationships; obtain information; perform administrative activities; staff organizational units; communicate with peers, supervisors, & subordinates; resolve conflicts & negotiate with others.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time standing & sitting. Important to be accurate. Responsible for outcomes & results.

**ADVANCEMENT OPPORTUNITIES**

Advancement may likely involve the number of employees that a supervisor oversees or added responsibilities.

**WORKING CONDITIONS**

Usually work in comfortable offices. Work a standard forty-hour week which may include evenings, weekends, or holidays.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
18,289	19,448

Slow growth to 2012. Around 531 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$18.66	\$38,800	\$30,000 – 50,600
Kentucky	\$16.18	\$33,700	\$26,500 – 43,500

**LOCATION**

Nearly a third in Louisville area; over a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Administrative services managers; transportation managers; storage & distribution managers; training & development specialists; management analysts; food service managers; lodging managers; medical & health services managers; social & community service managers; housekeeping supervisors; recreation workers.

**JOB DESCRIPTION**

Notify customers of delinquent accounts to solicit payment. Duties include receiving payment & posting amount to customer's account; preparing statements to credit department if customer fails to respond; initiating repossession proceedings or service disconnection; keeping records of collection & status of accounts.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Speaking; active listening; social perceptiveness; persuasion; writing.

**ABILITIES**

Oral expression & comprehension; speech clarity; near vision; problem sensitivity; speech clarity; written comprehension; number facility.

**KNOWLEDGE**

Know administrative & clerical procedures; know mathematics; know economics & accounting; know computers & electronics; understand English language.

**TASKS**

Arrange for debt repayment or establish repayment schedules. Confer with customers to determine reasons for overdue payments & to review the terms of contracts. Locate & monitor overdue accounts, using computers & a variety of automated systems. Notify customers of delinquent accounts in order to solicit payment. Negotiate credit extensions. Notify credit departments, order merchandise repossession or service disconnection, & turn over account records to attorneys when customers fail to respond. Perform various administrative functions for assigned accounts. Persuade customers to pay amounts due on credit accounts, damage claims, or nonpayable checks, or to return merchandise. Receive payments & post amounts paid to customer accounts. Record information about financial status of customers & status of collection efforts.

**WORK ACTIVITIES**

Communicate with persons outside organization; obtain information; work directly with the public; resolve conflicts & negotiate with others; influence others.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time sitting. Important to be accurate. Frequent conflict situations. May deal with unpleasant or angry people.

**ADVANCEMENT OPPORTUNITIES**

Can advance to management or supervisory positions with a good education. Can open an agency with other experienced collectors.

**WORKING CONDITIONS**

Usually work in comfortable offices at desks. Work a standard forty-hour week which may include evenings, weekends, or holidays. Often wear a headset & spend majority of time on the phone.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
5,718	7,080

Very fast growth to 2012. Around 271 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$12.88	\$26,800	\$21,900 – 33,100
Kentucky	\$11.29	\$23,500	\$19,900 – 27,800

**LOCATION**

Over two fifths in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Over 18 percent work in activities related to credit intermediation; rest spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Purchasing agents, except wholesale, retail, & farm products; insurance adjusters, examiners, & investigators; licensing examiners & inspectors; credit checkers; adjustment clerks; order clerks.

**JOB DESCRIPTION**

Compile, compute, & record billing, accounting, statistical, & other numerical data for billing purposes. Prepare billing invoices for services rendered or for delivery or shipment of goods.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Mathematics; reading comprehension; active listening; writing; monitoring; operation & control; speaking.

**ABILITIES**

Written expression & comprehension; speech clarity; near vision; problem sensitivity; speech clarity; mathematical reasoning; number facility; information ordering; wrist-finger & perceptual speed.

**KNOWLEDGE**

Know administrative & clerical procedures; know mathematics; know economics & accounting; know customer service; understand English language; know computers & electronics.

**TASKS**

Balance batch control totals with source documents or computer listings in order to locate errors, encode correct amounts, or prepare correction records. Compute monies due on personal & real property, inventories, redemption payments & other amounts. Compute payroll & retirement amounts. Encode & add amounts of transaction documents, such as checks or money orders, using encoding machines. Enter into machines all information needed for bill generation. Observe operation of sorters to locate documents that machines cannot read, & manually record amounts of these documents. Reconcile & post receipts for cash received by various departments. Send completed bills to billing clerks for information verification. Sort & microfilm transaction documents, such as checks, using sorting machines. Transcribe data from office records, using specified forms, billing machines, & transcribing machines.

**WORK ACTIVITIES**

Obtain, process, document, & record information; evaluate information to determine compliance with standards; maintain up-to-date knowledge; handle & move objects; control machines or processes.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time sitting. Important to be accurate. Spend time making repetitive motions.

**ADVANCEMENT OPPORTUNITIES**

Advance by taking on more duties in the same occupation for higher pay or by transferring to a closely related occupation. Also may advance by achieving a certification in a specific area.

**WORKING CONDITIONS**

Usually work in comfortable offices at desks. Work a standard forty-hour week which may include evenings, weekends, or holidays.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
10,641	11,471

Slow growth to 2012. Around 281 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$12.88	\$26,800	\$21,900 – 33,100
Kentucky	\$11.29	\$23,500	\$19,900 – 27,800

**LOCATION**

Over a quarter in Louisville area; a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Nearly 29 percent work in offices & clinics of doctors of medicine; rest spread amongst a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Payroll & timekeeping clerks; marking clerks; order fillers, wholesale & retail sales; data entry keyers.

**JOB DESCRIPTION**

Compute, classify, & record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, & verifying duties to obtain primary financial data for use in maintaining accounting records.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Mathematics; reading comprehension; writing; monitoring; management of financial resources.

**ABILITIES**

Number facility; mathematical reasoning; near vision; written comprehension; perceptual speed; information ordering.

**KNOWLEDGE**

Know economics & accounting; know clerical & administrative procedures; know mathematics; understand English language; know computers & electronics.

**TASKS**

Calculate & prepare checks for utilities, taxes, & other payments. Calculate, prepare, & issue financial statements according to established procedures. Check figures, postings, & documents for correct entry, mathematical accuracy, & proper codes. Classify, record, & summarize numerical & financial data. Compare computer printouts to manually maintained journals in order to determine if they match. Compile statistical, financial, accounting or auditing reports & tables. Complete & submit tax forms & returns, workers' compensation forms, pension contribution forms, & other government documents. Compute deductions for income & social security taxes. Debit, credit, & total accounts on computer spreadsheets & databases, using specialized accounting software. Monitor status of loans & accounts to ensure that payments are up to date.

**WORK ACTIVITIES**

Obtain, process, analyze, document, & record information; communicate with supervisors, peers, & subordinates; identify objects, actions, & events; perform administrative activities.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time sitting. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

May be given more responsible assignments, often resulting in a pay raise. May be promoted to supervisor, accountant, or auditor.

**WORKING CONDITIONS**

Usually work in comfortable offices. Work a standard forty-hour week which may include overtime, especially during tax season.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
24,296	25,627

Slow growth to 2012. Around 615 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$12.88	\$26,800	\$21,900 – 33,100
Kentucky	\$11.29	\$23,500	\$19,900 – 27,800

**LOCATION**

Over a quarter in Louisville area; a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Payroll & timekeeping clerks; marking clerks; order fillers, wholesale & retail sales; data entry keyers.

**JOB DESCRIPTION**

Receive & pay out money. Keep records of money & negotiable instruments involved in a financial institution's various transactions.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Mathematics; service orientation; speaking; social perceptiveness; active listening.

**ABILITIES**

Number facility; oral expression & comprehension; near vision; number facility; information ordering; perceptual speed; speech clarity.

**KNOWLEDGE**

Know economics & accounting; know clerical & administrative procedures; know customer service; know computers & electronics; know mathematics.

**TASKS**

Arrange monies received in cash boxes & coin dispensers according to denomination. Balance currency, coin, & checks in cash drawers at ends of shifts, & calculate daily transactions using computers, calculators, or adding machines. Cash checks & pay out money after verifying that signatures are correct, that written & numerical amounts agree, & that accounts have sufficient funds. Count currency, coins, & checks received, by hand or using currency-counting machine, in order to prepare them for deposit or shipment to branch banks or the Federal Reserve Bank. Count, verify, & post armored car deposits. Enter customers' transactions into computers in order to record transactions & issue computer-generated receipts. Examine checks for endorsements & to verify other information such as dates, bank names, identification of the persons receiving payments & the legality of the documents. Identify transaction mistakes when debits & credits do not balance. Order a supply of cash to meet daily needs. Prepare & verify cashier's checks.

**WORK ACTIVITIES**

Document, process, & record information; communicate with persons outside organization; monitor & control resources; work directly with the public.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time sitting, standing, & making repetitive motions. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

May be given more responsible assignments, often resulting in a pay raise. May be promoted to head teller or supervisor, or take a position in a similar area.

**WORKING CONDITIONS**

Work at counters & drive-thrus of banks & credit unions. Most work a 40-hour week. Though shifts are almost exclusively during daytime hours, some Saturday work will be required.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
8,368	9,330

Average growth to 2012. Around 520 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$9.81	\$20,400	\$17,500 – 23,300
Kentucky	\$9.01	\$18,700	\$16,400 – 21,700

**LOCATION**

Almost a quarter in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Nearly 93 percent work in depository credit intermediation; rest spread amongst a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Cashiers; statement clerks; billing, cost, & rate clerks; loan interviewers & clerks; new account clerks; insurance claims clerks; office clerks, general; secretaries, except legal, medical, & executive.

**JOB DESCRIPTION**

Perform clerical duties in courts of law, municipalities, & governmental licensing agencies & bureaus. May prepare docket of cases; secure information for court; prepare draft agendas or bylaws; answer correspondence; keep fiscal records; issue licenses or permits.

**EDUCATION**

Short-term on-the-job training. Licensing through Administrative Office of the Courts.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Coordination; reading comprehension; writing; monitoring; active listening.

**ABILITIES**

Oral & written expression & comprehension; auditory attention; number facility; near vision; speech clarity.

**KNOWLEDGE**

Know clerical & administrative procedures; know mathematics; understand English language; know computers & electronics; know law & government; know economics & accounting.

**TASKS**

Amend indictments when necessary, & endorse indictments with pertinent information. Conduct roll calls, & poll jurors. Examine legal documents submitted to courts for adherence to laws or court procedures. Explain procedures or forms to parties in cases or to the general public. Instruct parties about timing of court appearances. Meet with court officials to coordinate the functions of the court. Open courts, calling them to order & announcing judges. Issue orders of the court, including probation orders, release documentation, sentencing information, & summonses. Mark all applicable court exhibits & evidence. Issue various permits & licenses, including marriage, fishing, hunting, & dog licenses, & collect appropriate fees. Conduct oral, visual, written, or performance tests to determine applicant qualifications.

**WORK ACTIVITIES**

Obtain, process, document, & record information; communicate with persons outside organization; perform administrative activities; work directly with the public.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Important to be accurate. Frequent conflict situations; may deal with unpleasant or angry people.

**ADVANCEMENT OPPORTUNITIES**

Transfer to a position with more responsibilities or by promotion to a supervisory position. May advance secretary or administrative assistant.

**WORKING CONDITIONS**

Work in clean, well-lit offices. Work a standard forty-hour week which may include evenings, weekends, or holidays. Work may be repetitious & stressful. May work under stringent time constraints.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,425	3,955

Moderately fast growth to 2012. Around 139 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$13.12	\$27,300	\$21,900 – 34,500
Kentucky	-	-	-

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 51 percent work for state government; 48 percent for local government; rest spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Brokerage clerks; credit authorizers, checkers, & clerks; file clerks; hotel, motel, & resort desk clerks; human resources assistants; interviewers; library assistants; order clerks; receptionists & information clerks; reservation & transportation ticket agents & travel clerks.



**JOB DESCRIPTION**

Interact with customers to provide information in response to inquiries about products & services & to handle & resolve complaints.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Active listening; writing; reading comprehension; speaking; critical thinking; judgment & decision making; service orientation.

**ABILITIES**

Oral & written expression & comprehension; deductive reasoning; near vision; speech clarity; number facility.

**KNOWLEDGE**

Understand English language; know customer service; know mathematics; know economics & accounting; know education & training; know sales & marketing; know telecommunications.

**TASKS**

Complete contract forms, prepare change of address records, & issue service discontinuance orders, using computers. Confer with customers by telephone or in person in order to provide information about products & services, to take orders or cancel accounts, or to obtain details of complaints. Contact customers in order to respond to inquiries or to notify them of claim investigation results & any planned adjustments. Examine all relevant information in order to assess validity of complaints & to determine possible causes. Refer unresolved customer grievances to designated departments for further investigation. Resolve customer complaints. Check to ensure that appropriate changes were made to resolve customer problems. Prepare invoices for returned goods. Keep records of customer interactions & transactions, recording details of inquiries, complaints, & comments, as well as actions taken.

**WORK ACTIVITIES**

Obtain, document, & record information; work directly with the public; resolve conflicts & negotiate with others; communicate with persons outside organization; identify objects, actions, & events.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Important to be accurate. Frequent conflict situations; may deal with unpleasant or angry people.

**ADVANCEMENT OPPORTUNITIES**

May advance to higher level positions such as sales agent. May move into areas such as product development.

**WORKING CONDITIONS**

Work in clean, well-lit offices. Work a standard forty-hour week which may include evenings, weekends, or holidays. Often sit at a desk with a computer & headset. May deal with irate customers at times.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
24,984	30,253

Moderately fast growth to 2012. Around 1,011 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$12.62	\$26,200	\$21,000 – 33,600
Kentucky	\$11.49	\$23,900	\$18,800 – 29,300

**LOCATION**

Over a third in Louisville area; nearly a fifth in Northern Kentucky area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Information & record clerks; financial clerks, such as tellers & new-account clerks; insurance sales agents; securities, commodities, & financial services sales agents; retail salespersons; computer support specialists; gaming services workers.

**JOB DESCRIPTION**

Interview persons by telephone, mail, in person, or by other means for the purpose of completing forms, applications, or questionnaires. Ask specific questions, record answers, & assist persons with completing form. May sort, classify, & file forms.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Active listening; reading comprehension; writing; social perceptiveness; speaking.

**ABILITIES**

Oral & written comprehension & comprehension; speech clarity.

**KNOWLEDGE**

Know administrative & clerical procedures; understand English language; know computers & electronics; know telecommunications; know mathematics; know personnel & human resources.

**TASKS**

Ask questions to obtain various specified information. Assist individuals in filling out applications or questionnaires. Compile, record & code results & data from interview or survey, using computer or specified form. Contact individuals to be interviewed at home, place of business, or field location, by telephone, mail, or in person. Explain survey objectives & procedures to interviewees, & interpret survey questions to help interviewees' comprehension. Identify & report problems in obtaining valid data. Identify & resolve inconsistencies in interviewees' responses by means of appropriate questioning and/or explanation. Locate & list addresses & households. Review data obtained from interview for completeness & accuracy. Collect & analyze data, such as studying old records, tallying the number of outpatients entering each day or week, or participating in federal, state, or local population surveys as a Census Enumerator.

**WORK ACTIVITIES**

Obtain, document, process & record information; communicate with persons outside organization; interact with computers.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers. Spend time standing & sitting.

**ADVANCEMENT OPPORTUNITIES**

Advancement to supervisory jobs is very competitive. Will likely depend on an interviewer's success in placing workers. Promotion usually takes the form of more responsibility & higher wages.

**WORKING CONDITIONS**

Work a standard 40-hour week, but overtime may be required. May travel to various sites for interviews.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,211	3,743

Moderately fast growth to 2012. Around 147 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$10.43	\$21,700	\$17,600 – 27,100
Kentucky	\$9.81	\$20,400	\$17,600 – 23,600

**LOCATION**

Approximately a third in Louisville area; a quarter in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Over 48 percent work in general medical & surgical hospitals; 23 percent in other professional, scientific, & technical services; remainder spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Switchboard operators, including answering service; central office operators; procurement clerks; correspondence clerks; credit checkers; claims takers, unemployment benefits.

## JOB DESCRIPTION

Answer inquiries & obtain information for general public, customers, visitors, & other interested parties. Provide information regarding activities conducted at establishment; location of departments, offices, & employees within organization.

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Active listening; service orientation; speaking; reading comprehension; writing.

## ABILITIES

Oral & written comprehension; oral expression; near vision; speech clarity & recognition; information ordering.

## KNOWLEDGE

Know customer service; understand English language; know computers & electronics; know mathematics.

## TASKS

Operate telephone switchboard to answer & forward calls, providing information, taking messages & scheduling appointments. Receive payment & record receipts for services. Perform administrative support tasks such as proofreading, transcribing handwritten information, & operating calculators or computers to work with pay records, invoices, balance sheets & other documents. Greet persons entering establishment, determine nature & purpose of visit, & direct or escort them. Hear & resolve complaints from customers & public. File & maintain records. Transmit information or documents to customers, using computer, mail, or facsimile machine. Schedule appointments, & maintain & update appointment calendars. Analyze data to determine answers to questions from customers or members of the public. Provide information about establishment, such as location of departments or offices, employees within the organization, or services provided.

## WORK ACTIVITIES

Interact with computers; communicate with persons outside an organization; obtain information; communicate with supervisors, peers, & subordinates; perform administrative activities.

## WORK CONTEXT

Work indoors. Maintain contact with others, often in face-to-face discussions. Draft letters & memos. Must often perform repetitive tasks. Work in a group or team environment.

## ADVANCEMENT OPPORTUNITIES START HERE

Advancement to supervisory jobs is very competitive. Will likely depend on an interviewer's success in placing workers. Promotion usually takes the form of more responsibility & higher wages.

## WORKING CONDITIONS

Work a standard 40-hour week, but overtime may be required. May travel to various sites for interviews.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,211	3,743

Moderately fast growth to 2012. Around 147 job openings annually.

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$10.43	\$21,700	\$17,600 – 27,100
Kentucky	\$9.81	\$20,400	\$17,600 – 23,600

## EARNINGS

## LOCATION

Approximately a third in Louisville area; a quarter in Bluegrass area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Over 48 percent work in general medical & surgical hospitals; 23 percent in other professional, scientific, & technical services; remainder spread across a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Switchboard operators, including answering service; central office operators; procurement clerks; correspondence clerks; credit checkers; claims takers, unemployment benefits.

**JOB DESCRIPTION**

Receive complaints from public concerning crimes & police emergencies. Broadcast orders to police patrol units in vicinity of complaint to investigate. Operate radio, telephone, or computer equipment to receive reports of fires & medical emergencies & relay information or orders.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Active listening; service orientation; speaking; coordination; judgment & decision making.

**ABILITIES**

Oral comprehension & expression; speech clarity; selective attention; speed of closure.

**KNOWLEDGE**

Know telecommunications; know computers & electronics; understand English language; know communications & media; know geography.

**TASKS**

Answer routine inquiries, & refer calls not requiring dispatches to appropriate departments & agencies. Dispatch units in accordance with established procedures. Maintain files & information relating to calls & notifications. Monitor various radio frequencies to keep apprised of developing situations. Observe alarm registers & scan maps in order to determine whether a specific emergency is in the dispatch service area. Question callers to determine type of response needed. Read & effectively interpret small-scale maps & information from a computer screen in order to determine locations & provide directions. Receive incoming telephone or alarm system calls regarding emergency & non-emergency police & fire service, emergency ambulance service, information & after hours calls for departments within a city. Relay information & messages to all individuals or groups requiring notification.

**WORK ACTIVITIES**

Communicate with persons outside an organization; communicate with supervisors, peers, or subordinates; obtain information; identify objects, actions, & events; monitor processes, materials, or surroundings.

**WORK CONTEXT**

Work indoors. Maintain contact with others, including external customers & often unpleasant or angry people. Must be able to handle conflict situations. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

Advancement often comes in higher pay, but one may also advance to supervisory positions.

**WORKING CONDITIONS**

Emergency dispatchers most often work at least a 40-hour week. Will likely work weekend, evening, & holiday hours as these positions must always be well-staffed. May encounter a fair amount of workplace stress & anxiety with the responsibilities of the job.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,496	1,754

Moderately fast growth to 2012. Around 63 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$13.30	\$27,700	\$22,000 – 34,800
Kentucky	\$11.15	\$23,200	\$18,200 – 28,600

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Approximately 81 percent work for local government; almost 11 percent work for state government; remaining occur in a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Air traffic controllers; communications equipment operators; customer service representatives; reservation & transportation ticket agents & travel clerks.

## JOB DESCRIPTION

Sort mail for delivery. Deliver mail on established route by vehicle or on foot.

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Active listening; service orientation; speaking; reading comprehension; mathematics; time management.

## ABILITIES

Written comprehension; perceptual speed; spatial orientation; stamina; information ordering; near vision; static strength.

## KNOWLEDGE

Know customer service; understand English language; know geography; know mathematics; know transportation; know clerical & administrative procedures.

## TASKS

Bundle mail in preparation for delivery or transportation to relay boxes. Deliver mail to residences & business establishments along specified routes by walking and/or driving, using a combination of satchels, carts, cars, & small trucks. Enter change of address orders into computers that process forwarding address stickers. Hold mail for customers who are away from delivery locations. Leave notices telling patrons where to collect mail that could not be delivered. Maintain accurate records of deliveries. Meet schedules for the collection & return of mail. Record address changes & redirect mail for those addresses. Return incorrectly addressed mail to senders. Return to the post office with mail collected from homes, businesses, & public mailboxes.

## WORK ACTIVITIES

Perform general physical activities; handle & move objects; operate vehicles, devices, or equipment; obtain information; evaluate information to determine compliance with standards.

## WORK CONTEXT

Work outdoors, exposed to weather. Important to be accurate. Spend time standing, walking, & running. May work in hot or cold temperatures.

## ADVANCEMENT OPPORTUNITIES

Can advance to supervisory positions on a competitive basis.

## WORKING CONDITIONS

Most work early in the morning. Those with routes in a business district can start as early as 4 a.m. Overtime hours are frequently required for urban carriers. Must walk periodically when making deliveries & must lift heavy sacks of parcel post items when loading vehicles. Must be cautious of potential hazards on routes.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,684	5,129

Average growth to 2012. Around 199 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$19.00	\$39,500	\$36,000 – 43,000
Kentucky	\$18.71	\$38,900	\$34,100 – 43,300

## LOCATION

Around a fifth in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

All work for the postal service.

## ALTERNATE OCCUPATIONAL TITLES

Postal service workers.

## RELATED OCCUPATIONS

Counter & rental clerks; file clerks; shipping, receiving, & traffic clerks; couriers & messengers; truck drivers & driver/sales workers; inspectors, testers, sorters, samplers, & weighers; material moving occupations.

**JOB DESCRIPTION**

Coordinate & expedite the flow of work & materials within or between departments of an establishment according to production schedule.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Coordination; monitoring; reading comprehension; time management; management of material resources; writing.

**ABILITIES**

Written & oral expression; number facility; information ordering; near vision; mathematical reasoning; oral comprehension.

**KNOWLEDGE**

Know clerical & administrative procedures; know transportation; know economics & accounting; know mathematics; know production & processing.

**TASKS**

Review documents to obtain information, such as materials, priorities, & personnel requirements. Compile schedules & orders, such as personnel assignments, production, work flow, transportation, & maintenance & repair. Monitor work progress, provides services, such as furnishing permits, tickets, & union information, & direct workers to expedite work flow. Requisition & maintain inventory of materials & supplies to meet production demands. Calculate figures, such as labor & materials amounts, manufacturing costs, & wages, using pricing schedules, adding machine, or calculator. Maintain files, such as maintenance records, bills of lading, & cost reports. Arrange for delivery & distribute supplies & parts to expedite flow of materials to meet production schedules. Examine documents, materials, & products, & monitor work processes for completeness, accuracy, & conformance to standards & specifications. Confer with establishment personnel, vendors, & customers to coordinate processing & shipping, & to resolve complaints.

**WORK ACTIVITIES**

Evaluate information to determine compliance with standards; obtain, document, & record information; communicate with peers, supervisors, & subordinates.

**WORK CONTEXT**

Work indoors. Important to be accurate. Spend time standing, walking, & running. Coordinate or lead others. May repeat the same tasks.

**ADVANCEMENT OPPORTUNITIES**

Vary with the place of employment. May move to supervisory positions or high-paying administrative jobs.

**WORKING CONDITIONS**

Vary greatly depending on the setting. Will often work at terminals, continuously monitoring traffic patterns. Work at least 40-hour weeks, & shifts will vary to accommodate evening, weekend, & holiday work. Some lifting, carrying, bending, & reaching might be necessary.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,889	4,328

Average growth to 2012. Around 147 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$16.18	\$33,700	\$25,300 – 43,100
Kentucky	\$15.01	\$31,200	\$25,000 – 49,200

**LOCATION**

Almost two fifths in Louisville area; nearly a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread among a large number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Material recording, scheduling, dispatching, & distributing occupations.

**RELATED OCCUPATIONS**

Cargo & freight agents; couriers & messengers; dispatchers; meter readers, utilities; shipping, receiving, & traffic clerks; stock clerks & order fillers; weighers, measurers, checkers, & samplers.



**JOB DESCRIPTION**

Verify & keep records on incoming & outgoing shipments. Prepare items for shipment.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Mathematics; writing; active listening; coordination; judgment & decision making; critical thinking.

**ABILITIES**

Written & oral expression & comprehension; near vision; mathematical reasoning; perceptual speed; static strength.

**KNOWLEDGE**

Know clerical & administrative procedures; know transportation; know computers & electronics; understand English language; know economics & accounting; know mathematics; know production & processing.

**TASKS**

Examine contents & compare with records, such as manifests, invoices, or orders, to verify accuracy of incoming or outgoing shipment. Determine shipping method for materials, using knowledge of shipping procedures, routes, & rates. Prepare documents, such as work orders, bills of lading, & shipping orders to route materials. Correspond with superiors to solve problems, such as damages, shortages, & conformance to specifications. Maintain inventory of stock. Deliver or route materials between departments. Pack & prepare materials for shipping. Contact carrier representative to make arrangements & to issue instructions for shipping & delivery of materials. Record shipment data, such as weight, charges, space availability, & damages & discrepancies, for reporting, accounting, & record keeping purposes. Compute amounts, such as space available, & shipping, storage, & demurrage charges, using calculator or price list.

**WORK ACTIVITIES**

Evaluate information to determine compliance with standards; obtain, document, & record information; handle & move objects; communicate with persons outside organization; make decisions & solve problems.

**WORK CONTEXT**

Work indoors. Important to be accurate. Spend time sitting & standing.

**ADVANCEMENT OPPORTUNITIES**

Training in the use of automated equipment usually is done informally, on the job. As these occupations become more automated, workers may need longer periods of training to master the use of such equipment.

**WORKING CONDITIONS**

May work in warehouses, stockrooms, or shipping & receiving rooms that may not be temperature controlled, in cold storage rooms, or outside on loading platforms, exposed to the weather. Work a standard 40-hour week with a potential for occasional overtime.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
10,451	11,019

Slow growth to 2012. Around 283 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.26	\$23,400	\$19,000 – 29,500
Kentucky	\$11.06	\$23,000	\$19,400 – 28,500

**LOCATION**

Almost two fifths in Louisville area; nearly a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread among a large number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Material recording, scheduling, dispatching, & distributing occupations.

**RELATED OCCUPATIONS**

Cargo & freight agents; couriers & messengers; dispatchers; meter readers, utilities; production, planning, & expediting clerks; stock clerks & order fillers; weighers, measurers, checkers, & samplers.

**JOB DESCRIPTION**

Provide high-level administrative support by conducting research, preparing statistical reports, handling information requests, & performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, & scheduling meetings.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Reading comprehension; coordination; speaking; time management; writing.

**ABILITIES**

Written & oral comprehension; written expression; information ordering; near vision.

**KNOWLEDGE**

Know business & management procedures; know mathematics; know computers & electronics; understand English language; know economics & accounting.

**TASKS**

Attend meetings in order to record, transcribe, compile, & distribute minutes. Coordinate & direct office services, such as records & budget preparation, personnel, & housekeeping, in order to aid executives. Greet visitors & determine whether they should be given access to specific individuals. Make travel arrangements for executives. Manage & maintain executives' schedules. Open, sort, & distribute incoming correspondence, including faxes & email. Prepare agendas & make arrangements for committee, board, & other meetings. Prepare invoices, reports, memos, letters, financial statements & other documents, using word processing, spreadsheet, database, and/or presentation software. Prepare responses to correspondence containing routine inquiries.

**WORK ACTIVITIES**

Perform administrative activities; communicate with peers, supervisors, & subordinates; obtain, process & analyze information; coordinate the activities of others; interpret the meaning of information for others; monitor & control resources.

**WORK CONTEXT**

Work indoors. Maintain contact with others. Important to be accurate. Spend time sitting & standing. Coordinate or lead others.

**ADVANCEMENT OPPORTUNITIES**

Advance by being promoted to other administrative positions with more responsibilities. May be promoted to other positions such as senior or executive secretary, clerical supervisor, or office manager.

**WORKING CONDITIONS**

Work in schools, hospitals, corporate settings, or legal & medical offices. May work part-time or telecommute. Many work in temporary positions. Majority are full-time employees who work a standard 40-hour week.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
21,417	22,798

Slow growth to 2012. Around 577 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$16.06	\$33,400	\$27,000 – 41,400
Kentucky	\$13.98	\$29,100	\$24,000 – 29,100

**LOCATION**

Over a third in Bluegrass area; over a quarter in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread among a large number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Bookkeeping, accounting, & auditing clerks; receptionists & information clerks; court reporters; human resources assistants, except payroll & timekeeping; computer operators; data entry & information processing workers; paralegals & legal assistants; medical assistants; & medical records & health information technicians.

**JOB DESCRIPTION**

Operate data entry device, such as keyboard or photo composing perforator. Duties may include verifying data & preparing materials for printing.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Reading comprehension; operation & control; quality control analysis; complex problem solving; monitoring.

**ABILITIES**

Wrist-finger speed; near vision; problem sensitivity; information ordering; category flexibility; written comprehension.

**KNOWLEDGE**

Know administrative & clerical procedures; understand English language; know computers & electronics; know communications & media; know mathematics.

**TASKS**

Enters data from source documents into computer or onto tape or disk for subsequent entry, using keyboard or scanning device. Files completed documents. Resolves garbled or indecipherable messages, using cryptographic procedures & equipment. Deletes incorrectly entered data. Re-enters data in verification format to detect errors. Keeps record of completed work. Loads machine with required input or output media, such as paper, cards, disk, tape or Braille media. Selects materials needed to complete work assignment. Compares data entered with source documents. Compiles, sorts, & verifies accuracy of data to be entered.

**WORK ACTIVITIES**

Interact with computers; evaluate information to determine compliance with standards; handle & move objects; process, document, & record information.

**WORK CONTEXT**

Work indoors. Important to be accurate. Spend time sitting, standing, & making repetitive motions.

**ADVANCEMENT OPPORTUNITIES**

May transfer to other administrative jobs such as secretary, administrative assistant, or statistical clerk or to be promoted to a supervisory job in a word processing or data entry center.

**WORKING CONDITIONS**

Usually work a standard 40-hour week. Must contend with high noise levels caused by various office machines. Susceptible to such injuries as carpal tunnel syndrome, neck & back injuries, & eye strain.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
5,671	6,541

Moderately fast growth to 2012. Around 238 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$10.77	\$22,400	\$18,800 – 26,800
Kentucky	\$9.39	\$19,500	\$16,300 – 23,400

**LOCATION**

Nearly half in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 36 percent work in data processing, hosting, & related services; rest spread among a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Data entry & information processing workers.

**RELATED OCCUPATIONS**

Dispatchers & communications equipment operators; court reporters; medical records & health information technicians; secretaries & administrative assistants; computer operators.

**JOB DESCRIPTION**

Perform duties too varied & diverse to be classified in any specific office clerical occupation, requiring limited knowledge of office management systems & procedures. Clerical duties may be assigned in accordance with the office procedures of individual establishments.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Active listening; reading comprehension; social perceptiveness; writing; speaking.

**ABILITIES**

Oral comprehension & expression; written comprehension; near vision; speech clarity & recognition.

**KNOWLEDGE**

Know administrative & clerical procedures; understand English language; know customer service; know mathematics; know economics & accounting.

**TASKS**

Collect, count, & disburse money, do basic bookkeeping & complete banking transactions. Communicate with customers, employees, & other individuals to answer questions, disseminate or explain information, take orders & address complaints. Answer telephones, direct calls & take messages. Compile, copy, sort, & file records of office activities, business transactions, & other activities. Complete & mail bills, contracts, policies, invoices, or checks. Operate office machines, such as photocopiers & scanners, facsimile machines, voice mail systems & personal computers. Compute, record, & proofread data & other information, such as records or reports. Maintain & update filing, inventory, mailing, & database systems. Open, sort & route incoming mail, answer correspondence, & prepare outgoing mail. Review files, records, & other documents to obtain information to respond to requests.

**WORK ACTIVITIES**

Interact with computers; maintain interpersonal relationships; perform administrative activities; obtain & process information; communicate with supervisors, peers, & subordinates.

**WORK CONTEXT**

Work indoors. Maintain contact with others, often in face-to-face discussions. Spend time sitting, standing, & making repetitive motions. Work in a group or team environment.

**ADVANCEMENT OPPORTUNITIES**

May be promoted to supervisory positions or move into different, more senior clerical or administrative jobs, such as receptionist, secretary, or administrative assistant. Advancement to professional occupations normally requires additional formal education, such as a college degree.

**WORKING CONDITIONS**

Work in comfortable office settings. Both full- & part-time work is possible, with a 40-hour week & a potential for overtime.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
28,632	30,628

Slow growth to 2012. Around 873 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$10.71	\$22,300	\$17,600 – 28,200
Kentucky	\$9.77	\$20,300	\$16,500 – 24,800

**LOCATION**

Nearly a third in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread among a large number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Data entry & information processing workers.

**RELATED OCCUPATIONS**

Financial clerks; information & records clerks; secretaries & administrative assistants; data entry & information processing workers; cashiers; counter & rental clerks; food & beverage serving & related workers.

**JOB DESCRIPTION**

Attend to live farm, ranch, or aquacultural animals produced for animal products, such as meat, fur, skins, feathers, eggs, milk, & honey. Duties may include feeding, watering, herding, grazing, castrating, branding, de-beaking, weighing, catching, & loading animals.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Equipment maintenance & selection; repairing; reading comprehension; operation & control; writing; judgment & decision making.

**ABILITIES**

Static & dynamic strength; problem sensitivity; manual dexterity; arm-hand steadiness.

**KNOWLEDGE**

Know biology; know food production; know machines & tools; know building & construction; know medicine & dentistry.

**TASKS**

Waters livestock. Applies or administers medications & vaccinates animals. Cleans stalls, pens, & equipment, using disinfectant solutions, brushes, shovels & water hoses. Marks livestock to identify ownership, & grade, using brands, tags, paint, or tattoos. Moves equipment, poultry, or livestock manually or using truck or cart from one location to another. Inspects & repairs fences, stalls, & pens. Maintains growth, feeding, production, & cost records. Mixes feed, additives, & medicines in prescribed portions. Collects, inspects, packs or places eggs in incubator. Milks farm animals, such as cows & goats, by hand or using milking machine.

**WORK ACTIVITIES**

Perform general physical activities; handle & move objects; control machines & processes; monitor processes, materials, or surroundings; obtain information; inspect equipment, materials, & structures; judge the qualities of things, services, or people.

**WORK CONTEXT**

Work both indoors & outdoors. Spend time sitting, standing, bending, crouching, stooping, crawling & making repetitive motions. Maybe be exposed to minor cuts, bites, scrapes, strings, or contaminants.

**ADVANCEMENT OPPORTUNITIES**

May advance to crew leader or other supervisory positions or aspire to become farm, ranch, & other agricultural managers, or farmers or ranchers themselves. Knowledge of raising & harvesting produce may provide an excellent background for becoming purchasing agents & buyers of farm products.

**WORKING CONDITIONS**

Working conditions vary widely. Must work in the heat of summer as well as the cold of winter. Hours are generally uneven & often long. Weekend work is common. Many farm workers also work other jobs to subsist.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,729	4,220

Slow growth to 2012. Around 163 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$8.22	\$17,100	\$14,500 – 21,500
Kentucky	\$8.67	\$18,000	\$16,200 – 21,400

**LOCATION**

Nearly two thirds in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 45 percent work in support activities for animal production; 18 percent in spectator sports; rest spread among a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Agricultural workers.

**RELATED OCCUPATIONS**

Forest, conservation, & logging workers; grounds maintenance workers; animal care & service workers.

**JOB DESCRIPTION**

Directly supervise & coordinate activities of construction or extraction workers.

**EDUCATION**

Work experience in a related occupation. Licensing through the Department of Mines & Minerals.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Coordination; management of personnel resources; time management; active listening; instructing; speaking.

**ABILITIES**

Oral & written expression & comprehension; problem sensitivity.

**KNOWLEDGE**

Know business & management principles; know building & construction; know personnel & human resources; know design techniques; understand English language; know engineering & technology.

**TASKS**

Coordinates activities of construction trades workers. Direct workers engaged in construction activities or extraction of geological materials. Assign work to employees. Confer with staff & worker to ensure production & personnel problems are resolved. Initiate personnel actions, such as promotions, transfers, & hires. Resolve worker problems & recommend motivational plans. Inspects work progress, equipment & construction sites to verify safety & ensure that specifications are met. Estimate material & worker requirements to complete job. Read specifications to determine construction requirements. Plan installation & construction of equipment & structures. Coordinate activities of workers engaged in the extraction of geological materials. Plan extraction process of geological materials. Train workers in construction methods & operation of equipment. Recommend measures to improve production methods & equipment performance to increase efficiency & safety.

**WORK ACTIVITIES**

Evaluate information to determine compliance with standards; obtain information; communicate with supervisors, peers, & subordinates; guide, direct, & motivate subordinates; inspect equipment, structures, & materials; coordinate the work & activities of others.

**WORK CONTEXT**

Work outdoors, exposed to weather. Maintain contact with others. Important to be accurate. Spend time sitting & standing.

**ADVANCEMENT OPPORTUNITIES**

Advancement opportunities are limited, but may move to larger operations with a larger number of employees to oversee.

**WORKING CONDITIONS**

Pressures due to deadlines, tight schedules, & overtime work. Routine may be interrupted frequently. Will likely be in noisy & dangerous environments & in the presence of heavy equipment & machinery.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
10,779	12,214

Average growth to 2012. Around 356 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.51	\$23,900	\$20,300 – 28,400
Kentucky	\$10.41	\$21,700	\$19,100 – 25,600

**LOCATION**

Nearly a quarter of all job openings in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 18 percent are self-employed; 13 percent work in coal mining; rest spread across several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Geological data technicians; managers of logging workers; managers of landscaping workers; construction managers; electrical drafters; civil engineering technicians; range managers; construction & building inspectors.



**JOB DESCRIPTION**

Lay & bind building materials, such as brick, structural tile, concrete block, cinder block, glass block, & terra-cotta block, with mortar & other substances to construct or repair walls, partitions, arches, sewers, & other structures.

**EDUCATION**

Long-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Mathematics; equipment selection; monitoring; repairing; installation.

**ABILITIES**

Manual dexterity; information ordering; visualization; dynamic strength; extent flexibility.

**KNOWLEDGE**

Know mathematics; know building & construction; know machines & tools; know physics; know engineering & technology.

**TASKS**

Apply & smooth mortar or other mixture over work surface. Break or cut bricks, tiles, or blocks to size, using trowel edge, hammer, or power saw. Calculate angles & courses & determine vertical & horizontal alignment of courses. Fasten or fuse brick or other building material to structure with wire clamps, anchor holes, torch, or cement. Interpret blueprints & drawings to determine specifications & to calculate the materials required. Lay & align bricks, blocks, or tiles to build or repair structures or high temperature equipment, such as cupola, kilns, ovens, or furnaces. Measure distance from reference points & mark guidelines to lay out work, using plumb bobs & levels. Mix specified amounts of sand, clay, dirt, or mortar powder with water to form refractory mixtures. Remove burned or damaged brick or mortar.

**WORK ACTIVITIES**

Handle & move objects; perform general physical activities; control machines & processes; obtain information; inspect material, equipment, or structures.

**WORK CONTEXT**

Work outdoors, exposed to weather & both hot & cold temperatures. Important to be accurate. Spend time walking, running, sitting, standing, kneeling, crouching, & stooping. May be exposed to contaminants.

**ADVANCEMENT OPPORTUNITIES**

Advancement opportunities are limited, but may move to larger operations with a larger number of employees to oversee.

**WORKING CONDITIONS**

Usually work outdoors, exposed to the elements. May stand, kneel, & bend for long periods & often have to lift heavy materials. Common hazards include injuries from tools & falls from scaffolds, but these can often be avoided when proper safety equipment is used & safety practices are followed.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,013	2,419

Moderately fast growth to 2012. Around 79 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$20.11	\$41,800	\$31,900 – 52,700
Kentucky	\$19.73	\$41,000	\$32,200 – 45,500

**LOCATION**

Nearly a quarter of all job openings in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 64 percent work for foundation, structure, & building exterior contractors; 27 percent are self-employed; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Carpet, floor, & tile installers & finishers; cement masons, concrete finishers, segmental pavers, & terrazzo workers; plasterers & stucco masons.

**JOB DESCRIPTION**

Construct, erect, install, or repair structures & fixtures made of wood, such as building frameworks. May also install cabinets, siding, drywall & roll insulation.

**EDUCATION**

Long-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Mathematics; equipment selection; critical thinking; operation & control; time management; monitoring; repairing; installation; operations analysis; active listening; judgment & decision making.

**ABILITIES**

Manual dexterity; information ordering; static & wrist-finger speed; dynamic strength; visualization; extent flexibility; arm-hand steadiness; multilimb coordination.

**KNOWLEDGE**

Know mathematics; know building & construction; know machines & tools; know production & processing; know engineering & technology; know physics; know design.

**TASKS**

Follow established safety rules & regulations & maintain a safe & clean environment. Verify trueness of structure. Shape or cut materials to specified measurements. Adhere to specifications in blueprints, sketches or building plans. Assemble materials to make framework. Erect scaffolding & ladders for assembling structures. Remove damaged or defective parts or sections of structures & repair or replace them. Fasten materials together, using hand tools & power tools, to form building or bracing.

**WORK ACTIVITIES**

Obtain information; handle & move objects; perform general physical activities; inspect equipment, structures, or material; estimate the quantifiable characteristics of products, events, or information; control machines & processes; identify objects, actions, & events; coordinate the work & activities of others; judge the qualities of things, services, or people; communicate with supervisors, peers, & subordinates.

**WORK CONTEXT**

Work outdoors, exposed to weather & both hot & cold temperatures. Important to be accurate. Spend time walking, running, sitting, standing, kneeling, crouching, & stooping. May be exposed to excessive noise.

**ADVANCEMENT OPPORTUNITIES**

May advance to carpentry supervisor or general construction supervisor positions. Some carpenters become independent contractors.

**WORKING CONDITIONS**

Work is sometimes strenuous. Prolonged standing, climbing, bending, & kneeling often are necessary. Carpenters risk injury working with sharp or rough materials, using sharp tools & power equipment, & working in situations where they might slip or fall.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
12,108	14,148

Moderately fast growth to 2012. Around 444 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$16.44	\$34,200	\$26,200 – 45,600
Kentucky	\$14.95	\$31,100	\$24,300 – 37,800

**LOCATION**

Nearly a quarter of all job openings in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 27 percent are self-employed; around 18 percent work in nonresidential building construction; 15 percent work in residential building construction; rest spread among several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate occupational titles for this occupation.

**RELATED OCCUPATIONS**

Brickmasons, blockmasons, & stonemasons; cement masons, concrete finishers, segmental pavers, & terrazzo workers; electricians; pipelayers, plumbers, pipefitters, & steamfitters; plasterers & stucco masons.

## JOB DESCRIPTION

Smooth & finish surfaces of poured concrete, such as floors, walks, sidewalks, roads, or curbs. Align forms for sidewalks, curbs, or gutters; patch voids; use saws to cut expansion joints.

## EDUCATION

Moderate-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Equipment selection; monitoring; mathematics; quality control analysis; operations analysis; operation control.

## ABILITIES

Trunk strength; multilimb coordination; arm-hand steadiness; information ordering; manual dexterity.

## KNOWLEDGE

Know chemistry; know building & construction; know machines & tools; know design; know engineering & technology; know physics.

## TASKS

Apply hardening & sealing compounds to cure surface of concrete, & waterproof or restore surface. Apply muriatic acid to clean surface, & rinse with water. Check the forms that hold the concrete to see that they are properly constructed. Chip, scrape, & grind high spots, ridges, & rough projections to finish concrete, using pneumatic chisels, power grinders, or hand tools. Clean chipped area, using wire brush, & feel & observe surface to determine if it is rough or uneven. Mix cement, sand, & water to produce concrete, grout, or slurry, using hoe, trowel, tamper, scraper, or concrete-mixing machine. Mold expansion joints & edges, using edging tools, jointers, & straightedge. Monitor how the wind, heat, or cold affect the curing of the concrete throughout the entire process. Set the forms that hold concrete to the desired pitch & depth, & align them. Spread, level, & smooth concrete, using rake, shovel, hand or power trowel, hand or power screed, & float.

## WORK ACTIVITIES

Obtain information; handle & move objects; perform general physical activities; inspect equipment, structures, or material; control machines & processes.

## WORK CONTEXT

Work outdoors, exposed to weather & potentially contaminants. Spend time walking, running, sitting, standing, kneeling, crouching, & stooping. May be exposed to excessive noise. Must wear protective gear.

## ADVANCEMENT OPPORTUNITIES

May become supervisors for masonry contractors or become owners of businesses employing many workers & spend most of the time as managers rather than practicing a trade. May move to related areas such as construction management, building inspection, or contract estimation.

## WORKING CONDITIONS

Work is sometimes strenuous. Prolonged standing, climbing, bending, & kneeling often are necessary. Requires continuous physical effort.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,137	2,615

Moderately fast growth to 2012. Around 101 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$14.74	\$30,700	\$24,000 – 41,600
Kentucky	\$13.18	\$27,400	\$24,300 – 33,600

## LOCATION

Nearly a third of all job openings in Lincoln Trail area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

About 54 percent work for foundation, structure, & building exterior contractors; around 13 percent work in nonresidential building construction; rest spread among several industries.

## ALTERNATE OCCUPATIONAL TITLES

Cement masons, concrete finishers, segmental pavers, & terrazzo workers.

## RELATED OCCUPATIONS

Brickmasons, blockmasons, & stonemasons; electricians; pipelayers, plumbers, pipefitters, & steamfitters; plasterers & stucco masons.

**JOB DESCRIPTION**

Perform tasks involving physical labor at building, highway, & heavy construction projects, tunnel & shaft excavations, & demolition sites.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Equipment selection & maintenance; operation monitoring; mathematics; repairing; operation & control.

**ABILITIES**

Arm-hand steadiness; manual dexterity; multilimb coordination; trunk, static, & explosive strength.

**KNOWLEDGE**

Know mathematics; know building & construction; know machines & tools; know design; know engineering & technology.

**TASKS**

Tend pumps, compressors, & generators to provide power for tools, machinery, & equipment or to heat & move materials such as asphalt. Lubricate, clean, & repair machinery, equipment, & tools. Mix ingredients to create compounds, used to cover or clean surfaces. Load & unload trucks & hauls & hoists materials. Erect & disassemble scaffolding, shoring, braces, & other temporary structures. Build & position forms for pouring concrete & dismantle forms after use, using saws, hammers, nails, or bolts. Measure, mark, & record openings & distances to lay out area to be graded or to erect building structures. Smooth & finish freshly poured cement or concrete, using float, trowel, screed, or powered cement finishing tool. Apply caulking compounds by hand or with caulking gun to seal crevices. Position, join, align, & seal structural components, such as concrete wall sections & pipes.

**WORK ACTIVITIES**

Handle & move objects; perform general physical activities; monitor processes, materials, or surroundings; control machines & processes; repair & maintain mechanical equipment.

**WORK CONTEXT**

Work outdoors, exposed to weather & potentially contaminants. Spend time walking, running, sitting, standing, kneeling, crouching, & stooping. May be exposed to excessive noise. Must wear protective gear.

**ADVANCEMENT OPPORTUNITIES**

Some may advance to positions such as supervisor or construction superintendent or become skilled craftworkers. Many might also become independent contractors.

**WORKING CONDITIONS**

Physically demanding work. Must be especially alert to safely follow procedures & must deal with a variety of hazards. Generally work 8-hour shifts, but longer shifts also are common. May work only during certain seasons, when the weather permits construction activity.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
14,358	16,515

Moderately fast growth to 2012. Around 454 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.90	\$24,800	\$19,400 – 35,500
Kentucky	\$10.92	\$22,700	\$18,000 – 29,500

**LOCATION**

A quarter of all job openings in Louisville area; over a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread among several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Material-moving occupations; forest, conservation, & logging workers; grounds maintenance workers.

## JOB DESCRIPTION

Operate one or several types of power construction equipment, such as motor graders, bulldozers, scrapers, compressors, pumps, derricks, shovels, tractors, or front-end loaders to excavate, move, & grade earth, erect structures, or pour concrete or other hard surface pavement.

## EDUCATION

Moderate-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Equipment selection & maintenance; operation monitoring; monitoring; repairing; operation & control.

## ABILITIES

Control precision; manual dexterity; trunk & explosive strength; arm-hand steadiness; far & near vision; multilimb coordination; reaction time.

## KNOWLEDGE

Know machines & tools; know transportation; know engineering & technology; know physics; know building & construction; know production & processing.

## TASKS

Drives equipment in successive passes over working area to achieve specified result, such as grade terrain or remove, dump, or spread earth & rock. Aligns machine, cutterhead, or depth gauge marker with reference stakes & guidelines on ground or positions equipment following hand signals of assistant. Fastens bulldozer blade or other attachment to tractor, using hitches. Greases, oils, & performs minor repairs on tractor, using grease gun, oilcans, & hand tools. Signals operator to guide movement of tractor-drawn machine. Connects hydraulic hoses, belts, mechanical linkage, or power takeoff shaft to tractor. Adjusts hand wheels & depresses pedals to drive machines & control attachments, such as blades, buckets, scrapers, & swing booms. Turns valves to control air & water output of compressors & pumps. Repairs & maintains equipment.

## WORK ACTIVITIES

Operate vehicles, mechanized devices, & equipment; perform general physical activities; handle & move objects; monitor processes, materials, & surroundings; control machines & processes.

## WORK CONTEXT

Work outdoors, exposed to weather, contaminants, whole body vibration, & hazardous equipment. Spend time sitting. Must wear protective gear. May be exposed to excessive noise.

## ADVANCEMENT OPPORTUNITIES

It is widely accepted that formal training provides more comprehensive skills. Therefore, some construction equipment operators train in formal 3-year operating engineer apprenticeship.

## WORKING CONDITIONS

Work can be dangerous, but accidents can be avoided through proper operating & safety practices. May have irregular hours as work continues around the clock & may occur late at night or early in the morning.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
11,091	11,839

Slow growth to 2012. Around 374 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$16.94	\$35,200	\$27,000 – 47,800
Kentucky	\$16.22	\$33,700	\$27,100 – 42,000

## LOCATION

Nearly a third of all job openings in Bluegrass area; about a fifth in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Almost 20 percent work in local government; about 18 percent in coal mining; about 25 percent work for other specialty trade contractors; rest spread among several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Bus drivers; truck drivers & driver/sales workers; farmers, ranchers, & agricultural managers; agricultural workers; forest, conservation, & logging workers.

**JOB DESCRIPTION**

Install, maintain, & repair electrical wiring, equipment, & fixtures. Ensure that work is in accordance with relevant codes. May install or service street lights, intercom systems, or electrical control systems.

**EDUCATION**

Long-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*. Licensing through the Department of Mines & Minerals.

**SKILLS**

Repairing; troubleshooting; quality control analysis; equipment selection & maintenance; installation.

**ABILITIES**

Manual & finger dexterity; near vision; arm-hand steadiness; problem sensitivity; visual color discrimination; wrist-finger speed.

**KNOWLEDGE**

Design; engineering & technology; computers & electronics; machines & tools; physics; education & training; building & construction.

**TASKS**

Assemble, install, test, & maintain electrical or electronic wiring, equipment, appliances, apparatus, & fixtures. Connect wires to circuit breakers, transformers, or other components. Construct & fabricate parts, using hand tools & specifications. Diagnose malfunctioning systems, apparatus, & components, using test equipment & hand tools, to correct breakdown problems. Fasten small metal or plastic boxes to walls to house electrical switches or outlets. Inspect electrical systems, equipment, & components to identify hazards, defects, & the need for adjustment or repair, & to ensure compliance with codes. Install ground leads & connect power cables to equipment. Place conduit (pipes or tubing) inside designated partitions, walls, or other concealed areas, & pull insulated wires or cables through the conduit to complete circuits between boxes. Plan layout & installation of electrical wiring, equipment & fixtures, based on job specifications & local codes.

**WORK ACTIVITIES**

Repair & maintain electronic equipment; inspect equipment, structures, & material; handle & move objects; monitor processes, materials, & surroundings.

**WORK CONTEXT**

Work indoors, often exposed to hazardous equipment. Spend time sitting & standing. Important to be accurate. Must wear protective gear. May be exposed to excessive noise.

**ADVANCEMENT OPPORTUNITIES**

May become supervisors or superintendents, start own contracting business, or become electrical inspectors.

**WORKING CONDITIONS**

Work is sometimes strenuous. May work in dusty, dirty, hot, or wet conditions, or in confined areas, ditches, or other uncomfortable places. Most work a 40-hour week, although overtime may be required. Those in maintenance work may work nights or weekends, & be on call.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
8,693	9,863

Average growth to 2012. Around 312 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$19.90	\$41,400	\$31,100 – 55,100
Kentucky	\$18.76	\$39,000	\$30,200 – 50,600

**LOCATION**

A third of all job openings in Louisville area; about a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Almost 49 percent work for building equipment contractors; rest spread among several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Heating, air-conditioning, & refrigeration mechanics & installers; line installers & repairers; electrical & electronics installers & repairers; electronic home entertainment equipment installers & repairers; elevator installers & repairers.



**JOB DESCRIPTION**

Paint walls, equipment, buildings, bridges, & other structural surfaces, using brushes, rollers, & spray guns. May remove old paint to prepare surface prior to painting. May mix colors or oils to obtain desired color or consistency. Exclude "Paperhangers".

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Equipment selection; operation & control; reading comprehension; active listening; coordination.

**ABILITIES**

Manual dexterity; arm-hand steadiness; dynamic strength; visual color discrimination; wrist-finger speed.

**KNOWLEDGE**

Know building & construction; know customer & personal service; know chemistry; know fine arts; know machines & tools.

**TASKS**

Paints surfaces, using brushes, spray gun, or rollers. Applies paint to simulate wood grain, marble, brick, or stonework. Cuts stencils, & brushes & sprays lettering & decorations on surfaces. Sands surfaces between coats & polishes final coat to specified finish. Bakes finish on painted & enameled articles in baking oven. Washes & treats surfaces with oil, turpentine, mildew remover, or other preparations. Mixes & matches colors of paint, stain, or varnish. Fills cracks, holes, & joints with caulk putty, plaster, or other filler, using caulking gun or putty knife. Reads work order or receives instructions from supervisor or homeowner. Erects scaffolding or sets up ladders to work above ground level.

**WORK ACTIVITIES**

Perform general physical activities; handle & move objects; obtain information; control machines & processes; organize, plan, & prioritize work.

**WORK CONTEXT**

Work outdoors, often exposed to high places or contaminants. Spend time sitting & standing. Important to be accurate. Must spend time on ladders, scaffolds, or poles.

**ADVANCEMENT OPPORTUNITIES**

May become team leaders or supervisors or become sales or technical representatives for chemical or paint companies. Eventually, some automotive painters open their own shops.

**WORKING CONDITIONS**

Must wear masks or respirators that cover nose & mouth. Work a normal 40-hour week, but may work more depending on the circumstances.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,213	5,136

Moderately fast growth to 2012. Around 176 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$13.98	\$29,100	\$23,000 – 37,400
Kentucky	\$12.23	\$25,400	\$21,100 – 30,600

**LOCATION**

A third of all job openings in Bluegrass area; about a fifth in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 40 percent are self-employed; about 38 percent work for building finishing contractors; rest spread among several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Painters & paperhangers; woodworkers; machine setters, operators, & tenders—metal & plastic.

**JOB DESCRIPTION**

Lay out, assemble, install, & maintain pipe systems, pipe supports, & related hydraulic & pneumatic equipment for steam, heating, cooling, lubricating, sprinkling, & industrial production & processing systems.

**EDUCATION**

Long-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Installation; equipment selection & maintenance; repairing; operation & control; mathematics; operations analysis; troubleshooting; coordination.

**ABILITIES**

Visualization; manual & finger dexterity; near vision; information ordering; manual dexterity; multilimb coordination; arm-hand steadiness; extent flexibility; trunk strength; spatial orientation; problem sensitivity.

**KNOWLEDGE**

Know building & construction; know machines & tools; know production & processing; know design; know mathematics; know engineering & technology; know physics.

**TASKS**

Assemble & secure pipes, tubes, fittings, & related equipment by welding, brazing, cementing, soldering, & threading joints. Attach pipes to walls, structures & fixtures using brackets, clamps, tools or welding equipment. Bore holes in structures using hand & power tools. Cut, thread, & hammer pipe to specifications. Inspect, examine, & test installed systems & pipe lines, using pressure gauge, hydrostatic testing, observation, or other methods. Lay out full scale drawings of pipe systems, supports, & related equipment. Mark pipes for cutting & threading. Modify, clean, & maintain pipe systems, units, fittings, & related machines & equipment, following specifications & using hand & power tools. Plan pipe system layout, installation, or repair according to specifications. Select pipe sizes & types & related materials, such as supports, hangers, & hydraulic cylinders, according to specifications.

**WORK ACTIVITIES**

Handle & move objects; obtain information; inspect equipment, materials, or structures; perform general physical activities; evaluate information to determine compliance with standards; identify objects, actions & events.

**WORK CONTEXT**

Work outdoors, often exposed to weather & loud or distracting sounds. Spend time kneeling, crouching, stooping, & crawling. Important to be accurate. Must wear protective gear.

**ADVANCEMENT OPPORTUNITIES**

May become supervisors for mechanical & plumbing contractors or start own business. May eventually become owners of businesses employing many workers. May also move into related areas.

**WORKING CONDITIONS**

Need physical strength as well as stamina. May be subject to falls from ladders, cuts from sharp tools, & burns from hot pipes or soldering equipment. Work a standard 40-hour week but may also have to work evening or weekend shifts or be on call.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
6,848	7,813

Average growth to 2012. Around 273 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$19.31	\$40,200	\$30,500 – 53,800
Kentucky	\$20.26	\$42,100	\$30,800 – 53,500

**LOCATION**

Two fifths of all job openings in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 64 percent work for building equipment contractors; rest spread among several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Millwrights; boilermakers; electricians; industrial machinery installation, repair, & maintenance workers, except millwrights; sheet metal workers; stationary engineers & boiler operators; heating, air-conditioning, & refrigeration mechanics & installers.

## JOB DESCRIPTION

Cover roofs of structures with shingles, slate, asphalt, aluminum, wood, & related materials. May spray roofs, sidings, & walls with material to bind, seal, insulate, or soundproof sections of structures.

## EDUCATION

Moderate-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Equipment selection; coordination; installation; repairing; operation & control.

## ABILITIES

Gross body equilibrium; static & explosive strength; manual dexterity; stamina; extent flexibility.

## KNOWLEDGE

Know building & construction; know machines & tools; know design; know engineering & technology; know physics.

## TASKS

Fastens composition shingles or sheets to roof with asphalt, cement, or nails. Cuts roofing paper to size & nails or staples paper to roof in overlapping strips to form base for roofing materials. Cleans & maintains equipment. Removes snow, water, or debris from roofs prior to applying roofing materials. Insulates, soundproofs, & seals buildings with foam, using spray gun, air compressor, & heater. Punches holes in slate, tile, terra cotta, or wooden shingles, using punch & hammer. Applies gravel or pebbles over top layer, using rake or stiff-bristled broom. Applies alternate layers of hot asphalt or tar & roofing paper until roof covering is completed as specified. Overlaps successive layers of roofing material, determining distance of overlap, using chalkline, gauge on shingling hatchet, or lines on shingles. Cuts strips of flashing & fits them into angles formed by walls, vents, & intersecting roof surfaces.

## WORK ACTIVITIES

Handle & move objects; obtain information; perform general physical activities; estimate the quantifiable characteristics of products, events, or information; identify objects, actions & events.

## WORK CONTEXT

Work outdoors, often exposed to hot weather, loud or distracting sounds, & high places. Spend time kneeling, crouching, stooping, & crawling. Must work in cramped spaces & awkward positions.

## ADVANCEMENT OPPORTUNITIES

May advance to supervisor or estimator for a roofing contractor, or become contractors themselves.

## WORKING CONDITIONS

Work is strenuous & involves heavy lifting, as well as climbing, bending, & kneeling. Risk slips or falls from scaffolds, ladders, or roofs, or burns from hot bitumen. Roofs also become extremely hot during the summer.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,755	2,181

Very fast growth to 2012. Around 91 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$14.51	\$30,200	\$23,400 – 40,700
Kentucky	\$13.64	\$28,400	\$23,800 – 34,700

## LOCATION

One quarter of all job openings in Louisville area; one fifth in Bluegrass area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 60 percent work for foundation, structure, & building exterior contractors; 31 percent are self-employed; rest in several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Carpenters; carpet, floor, & tile installers & finishers; cement masons, concrete finishers, segmental pavers, & terrazzo workers; drywall installers, ceiling tile installers, & tapers; plasterers & stucco masons.

## JOB DESCRIPTION

Fabricate, assemble, install, & repair sheet metal products & equipment, such as ducts, control boxes, drainpipes, & furnace casings.

## EDUCATION

Moderate-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Installation; equipment selection; mathematics; repairing; operation & control.

## ABILITIES

Information ordering; static strength; control precision; manual dexterity; visualization; written comprehension.

## KNOWLEDGE

Know production & processing; know machines & tools; know building & construction; know computers & electronics; know design.

## TASKS

Determine project requirements, including scope, assembly sequences, & required methods & materials, according to blueprints, drawings, & written or verbal instructions. Drill & punch holes in metal, for screws, bolts, & rivets. Fasten seams & joints together with welds, bolts, cement, rivets, solder, caulks, metal drive clips, & bonds in order to assemble components into products or to repair sheet metal items. Inspect individual parts, assemblies, & installations for conformance to specifications & building codes, using measuring instruments such as calipers, scales, & micrometers. Install assemblies, such as flashing, pipes, tubes, heating & air conditioning ducts, furnace casings, rain gutters, & down spouts, in supportive frameworks. Lay out, measure, & mark dimensions & reference lines on material, such as roofing panels, according to drawings or templates, using calculators, scribes, dividers, squares, & rulers. Select gauges & types of sheet metal or non-metallic material, according to product specifications. Shape metal material over anvils, blocks, or other forms, using hand tools.

## WORK ACTIVITIES

Handle & move objects; obtain information; perform general physical activities; identify objects, actions & events; inspect equipment, structures, & materials; control machines & processes.

## WORK CONTEXT

Work indoors, often exposed to hazardous equipment & distracting or uncomfortable sounds. Important to be accurate. Must wear protective gear. Pace of work often established by speed of equipment.

## ADVANCEMENT OPPORTUNITIES

May advance to supervisory jobs. Others go into the contracting business for themselves.

## WORKING CONDITIONS

Usually work a 40-hour week. Must follow safety practices because working around high-speed machines can be dangerous. Subject to cuts from sharp metal, burns from soldering & welding, & falls from ladders & scaffolds.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,764	3,182

Moderately fast growth to 2012. Around 116 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$16.62	\$34,600	\$25,300 – 47,900
Kentucky	\$13.79	\$28,700	\$23,000 – 36,600

## LOCATION

One quarter of all job openings in each of Bluegrass & Louisville areas; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 51 percent work for building equipment contractors; 18 percent in architectural & structural metals manufacturing; rest in several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Assemblers & fabricators; machinists; machine setters, operators, & tenders—metal & plastic; tool & die makers; glaziers; heating, air-conditioning, & refrigeration mechanics & installers.

## JOB DESCRIPTION

Maintain highways, municipal & rural roads, airport runways, & rights-of-way. Duties include patching broken or eroded pavement, repairing guard rails, highway markers, & snow fences. May also mow or clear brush from along road or plow snow from roadway.

## EDUCATION

Moderate-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Installation; equipment selection; mathematics; repairing; operation & control.

## ABILITIES

Trunk strength; multilimb coordination; gross body coordination; reaction time; spatial orientation.

## KNOWLEDGE

Know building & construction; know public safety & security; know machines & tools; know geography; know mathematics.

## TASKS

Apply oil to road surfaces, using sprayers. Apply poisons along roadsides & in animal burrows to eliminate unwanted roadside vegetation & rodents. Clean & clear debris from culverts, catch basins, drop inlets, ditches, & other drain structures. Drive trucks or tractors with adjustable attachments to sweep debris from paved surfaces, mow grass & weeds, & remove snow & ice. Dump, spread, & tamp asphalt, using pneumatic tampers, to repair joints & patch broken pavement. Erect, install, or repair guardrails, road shoulders, beams, highway markers, warning signals, & highway lighting, using hand tools & power tools. Haul & spread sand, gravel, & clay to fill washouts & repair road shoulders. Inspect markers to verify accurate installation. Measure & mark locations for installation of markers, using tape, string, or chalk. Paint traffic control lines & place pavement traffic messages, by hand or using machines.

## WORK ACTIVITIES

Perform general activities; operate vehicles, mechanized devices, or equipment; handle & move objects; control machines & processes; obtain information.

## WORK CONTEXT

Work outdoors, often exposed to hazardous equipment, weather conditions, & distracting or uncomfortable sounds. Spend time standing, walking, & running.

## ADVANCEMENT OPPORTUNITIES

May advance to supervisory jobs. Others go into the contracting business for themselves.

## WORKING CONDITIONS

Usually work a 40-hour week. Must follow safety practices because working around industrial machines can be dangerous. Often subject to the heat of summer. May work during daylight hours or at night in areas that contain much daytime traffic.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,208	3,649

Fast growth to 2012. Around 100 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$13.65	\$28,400	\$22,200 – 35,300
Kentucky	\$10.11	\$21,000	\$18,900 – 23,700

## LOCATION

One quarter of all job openings in Bluegrass area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Around 51 percent work for local government; 42 percent for state government; rest in several industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Landscaping & groundskeeping workers; fence erectors; construction laborers; pipelayers; pipelaying fitters.

**JOB DESCRIPTION**

Supervise & coordinate the activities of mechanics, installers, & repairers.

**EDUCATION**

Work experience in a related occupation.

**LOCATION OF TRAINING & EDUCATION**

See *Related Occupations*.

**SKILLS**

Coordination; management of personnel & financial resources; time management; monitoring; speaking; writing.

**ABILITIES**

Oral & written comprehension; oral expression; information ordering; near vision; deductive reasoning.

**KNOWLEDGE**

Know business & management principles; know machines & tools; know personnel & human resources; understand English language; know engineering & technology.

**TASKS**

Compile operational & personnel records. Compute estimates & actual costs of factors such as materials, labor, & outside contractors. Conduct or arrange for worker training in safety, repair, & maintenance techniques; operational procedures; & equipment use. Counsel employees about work-related issues & assist employees to correct job-skill deficiencies. Determine schedules, sequences, & assignments for work activities, based on work priority, quantity of equipment & skill of personnel. Develop, implement, & evaluate maintenance policies & procedures. Inspect, test, & measure completed work, using devices such as hand tools & gauges to verify conformance to standards & repair requirements. Interpret specifications, blueprints, & job orders in order to construct templates & lay out reference points for workers. Monitor employees' work levels & review work performance. Patrol & monitor work areas & examine tools & equipment in order to detect unsafe conditions or violations of procedures or safety rules.

**WORK ACTIVITIES**

Obtain information; coordinate the work & activities of others; monitor processes, materials, & surroundings; identify objects, actions, & events; guide, direct, & motivate subordinates.

**WORK CONTEXT**

Work indoors, sometimes exposed to distracting or unpleasant noise levels. Must wear protective gear. Responsible for outcomes & results. Coordinate & lead others. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

May advance to supervisory jobs. Others may go into the contracting business for themselves.

**WORKING CONDITIONS**

Usually work a 40-hour week. Must follow safety practices as working with industrial machines can be dangerous.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
7,820	8,653

Average growth to 2012. Around 295 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$22.87	\$47,600	\$36,600 – 60,800
Kentucky	\$20.36	\$42,300	\$32,500 – 55,200

**LOCATION**

One quarter of all job openings in Bluegrass area; another quarter in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Occur in a variety of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Marine engineers; geological data technicians; managers of landscaping workers; managers of logging workers; service unit operators, oil, gas, & mining; ship engineers; power distributors & dispatchers.



**JOB DESCRIPTION**

Diagnose, adjust, repair, or overhaul automotive vehicles.

**EDUCATION**

Postsecondary vocational award.

**LOCATION OF TRAINING & EDUCATION**

Statewide.

**SKILLS**

Repairing; troubleshooting; installation; equipment selection; equipment maintenance.

**ABILITIES**

Information ordering; problem sensitivity; extent flexibility; manual dexterity; visualization; hearing sensitivity.

**KNOWLEDGE**

Know machines & tools; know computers & electronics; know customer service; know engineering & technology; know physics.

**TASKS**

Align vehicles' front ends. Confer with customers to obtain descriptions of vehicle problems, & to discuss work to be performed & future repair requirements. Disassemble units & inspect parts for wear, using micrometers, calipers, & gauges. Examine vehicles to determine extent of damage or malfunctions. Overhaul or replace carburetors, blowers, generators, distributors, starters, & pumps. Perform routine & scheduled maintenance services such as oil changes, lubrications, & tune-ups. Plan work procedures, using charts, technical manuals, & experience. Rebuild parts such as crankshafts & cylinder blocks. Repair & service air conditioning, heating, engine-cooling, & electrical systems. Install & repair air conditioners, & service components such as compressors, condensers, & controls. Rebuild, repair, & test automotive fuel injection units. Remove & replace defective mufflers & tailpipes. Repair & rebuild clutch systems. Repair & replace automobile leaf springs. Repair & replace defective balljoint suspensions, brakeshoes, & wheelbearings. Repair, overhaul, & adjust automobile brake systems.

**WORK ACTIVITIES**

Repair & maintain mechanical & electronic equipment; inspect equipment, structures, or material; maintain up-to-date knowledge; control machines & processes; handle & move objects.

**WORK CONTEXT**

Work indoors. May be exposed to contaminants & uncomfortable or distracting noise levels. Important to be accurate. Must wear protective gear at times.

**ADVANCEMENT OPPORTUNITIES**

May advance to shop supervisor or service manager, become automotive repair service estimators, or open independent repair shops.

**WORKING CONDITIONS**

Work a standard 40-hour week, but often will work more. May work evenings & weekends. Although they fix some problems with simple computerized adjustments, technicians frequently work with dirty & greasy parts, & in awkward positions. Often lift heavy parts & tools.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
10,897	12,517

Moderately fast growth to 2012. Around 482 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$14.71	\$30,600	\$22,100 – 41,300
Kentucky	\$12.10	\$25,200	\$17,900 – 33,600

**LOCATION**

Roughly one quarter of all job openings in Louisville area; a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 27 percent work in automotive repair & maintenance; 24 percent work for automobile dealers; rest in several industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Automotive body & related repairers; diesel service technicians & mechanics; small engine mechanics.

**JOB DESCRIPTION**

Diagnose, adjust, repair, & overhaul trucks, buses, & all types of diesel engines.

**EDUCATION**

Postsecondary vocational award.

**LOCATION OF TRAINING & EDUCATION**

Statewide.

**SKILLS**

Repairing; troubleshooting; installation; equipment selection; equipment maintenance; quality control analysis.

**ABILITIES**

Problem & hearing sensitivity; deductive & inductive reasoning; written comprehension.

**KNOWLEDGE**

Know machines & tools; know computers & electronics; know customer service; know engineering & technology; know physics; know design; know transportation; know public safety & security; know mathematics.

**TASKS**

Adjust & reline brakes, align wheels, tighten bolts & screws, & reassemble equipment. Align front ends & suspension systems. Attach test instruments to equipment, & read dials & gauges in order to diagnose malfunctions. Disassemble & overhaul internal combustion engines, pumps, generators, transmissions, clutches, & differential units. Examine & adjust protective guards, loose bolts, & specified safety devices. Inspect brake systems, steering mechanisms, wheel bearings, & other important parts to ensure that they are in proper operating condition. Inspect, repair, & maintain automotive & mechanical equipment & machinery such as pumps & compressors. Inspect, test, & listen to defective equipment to diagnose malfunctions, using test instruments such as handheld computers, motor analyzers, chassis charts, & pressure gauges. Operate valve-grinding machines to grind & reset valves. Perform routine maintenance such as changing oil, checking batteries, & lubricating equipment & machinery.

**WORK ACTIVITIES**

Repair & maintain mechanical equipment; inspect equipment, structures, or material; identify objects, actions, & events; perform general physical activities; handle & move objects.

**WORK CONTEXT**

Work indoors, often exposed to hazardous equipment. Spend time standing, kneeling, crouching, stooping, or crawling. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

May advance to shop supervisor or service manager, become sales representatives, or open their own repair shops.

**WORKING CONDITIONS**

Usually work indoors, but may make repairs to vehicles on the road. May lift heavy parts & tools, handle greasy & dirty parts, & stand or lie in awkward positions to repair vehicles & equipment. Many employers provide lockers & shower facilities.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
4,252	4,795

Average growth to 2012. Around 174 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$16.53	\$34,400	\$27,300 – 42,700
Kentucky	\$14.29	\$29,700	\$24,700 – 36,400

**LOCATION**

Roughly one quarter of all job openings in Louisville area; a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Diesel service technicians & mechanics.

**RELATED OCCUPATIONS**

Aircraft & avionics equipment mechanics & service technicians; automotive service technicians & mechanics; heavy vehicle & mobile equipment service technicians & mechanics; small engine mechanics.

**JOB DESCRIPTION**

Install or repair heating, central air conditioning, or refrigeration systems, including oil burners, hot-air furnaces, heating stoves, & industrial & commercial refrigeration systems.

**EDUCATION**

Long-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Repairing; troubleshooting; installation; social perceptiveness; equipment maintenance; active listening.

**ABILITIES**

Problem sensitivity; inductive reasoning; extent flexibility; finger & manual dexterity; arm-hand steadiness; trunk strength.

**KNOWLEDGE**

Know machines & tools; know customer service; know engineering & technology; know design; understand English language.

**TASKS**

Obtain & maintain required certification(s). Comply with all applicable standards, policies, & procedures, including safety procedures & the maintenance of a clean work area. Repair or replace defective equipment, components, or wiring. Test electrical circuits & components for continuity, using electrical test equipment. Reassemble & test equipment following repairs. Inspect & test system to verify system compliance with plans & specifications & to detect & locate malfunctions. Discuss heating-cooling system malfunctions with users to isolate problems or to verify that malfunctions have been corrected. Record & report all faults, deficiencies, & other unusual occurrences, as well as the time & materials expended on work orders. Test pipe or tubing joints & connections for leaks, using pressure gauge or soap-and-water solution. Adjust system controls to setting recommended by manufacturer to balance system, using hand tools.

**WORK ACTIVITIES**

Repair & maintain mechanical equipment; obtain information; operate vehicles, mechanized devices, or equipment; perform general physical activities; handle & move objects.

**WORK CONTEXT**

Work indoors or outdoors, sometimes exposed to hazardous equipment or contaminants. Maintain contact with others, often in face-to-face discussions.

**ADVANCEMENT OPPORTUNITIES**

Advancement usually takes the form of higher wages. Some may advance to positions as supervisor or service manager. Others may move into areas such as sales & marketing.

**WORKING CONDITIONS**

Work anywhere there is climate-control equipment. Work a forty-hour week, but may hit peak seasons due to weather. Many now offer contracts to keep year-round business steady.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,001	3,779

Average growth to 2012. Around 134 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$16.78	\$34,900	\$26,900 – 44,400
Kentucky	\$14.21	\$29,600	\$23,400 – 38,400

**LOCATION**

Nearly one third of all job openings in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Almost 60 percent work for building equipment contractors; rest spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Boilermakers; electricians; sheet metal workers; pipelayers, plumbers, pipefitters, & steamfitters; home appliance repairers.

**JOB DESCRIPTION**

Perform work involving the skills of two or more maintenance or craft occupations to keep machines, mechanical equipment, or the structure of an establishment in repair.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Installation; equipment maintenance; equipment selection; repairing; troubleshooting.

**ABILITIES**

Information ordering; visualization; control precision; finger & manual dexterity.

**KNOWLEDGE**

Know building & construction; know machines & tools; know engineering & technology; know public safety & security; know computers & electronics; know design; know mathematics; know physics.

**TASKS**

Adjust functional parts of devices & control instruments. Align & balance new equipment after installation. Assemble, install and/or repair wiring, electrical & electronic components, pipe systems & plumbing, machinery, & equipment. Clean & lubricate shafts, bearings, gears, & other parts of machinery. Diagnose mechanical problems & determine how to correct them, checking blueprints, repair manuals, & parts catalogs as necessary. Dismantle devices to gain access to & remove defective parts, using hoists, cranes, hand tools, & power tools. Inspect, operate, & test machinery & equipment in order to diagnose machine malfunctions. Lay brick to repair & maintain buildings, walls, arches & other structures. Maintain & repair specialized equipment & machinery found in cafeterias, laundries, hospitals, stores, offices, & factories. Paint & repair roofs, windows, doors, floors, woodwork, plaster, drywall, & other parts of building structures.

**WORK ACTIVITIES**

Inspect equipment, material, or structures; repair & maintain mechanical equipment; obtain information; handle & move objects; perform general physical activities.

**WORK CONTEXT**

Work indoors, sometimes exposed to distracting or unpleasant noise levels, hazardous conditions, & minor cuts, stings, or burns. Must wear protective gear. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

May advance to maintenance supervisor or become a craftworker such as an electrician, a heating & air-conditioning mechanic, or a plumber.

**WORKING CONDITIONS**

Usually work a 40-hour week. May work evenings, nights, or weekends, or be on call for emergency repairs. May work in awkward or cramped positions. May lift & move heavy objects.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
22,600	25,591

Average growth to 2012. Around 794 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$14.12	\$29,400	\$22,100 – 38,400
Kentucky	\$13.53	\$28,100	\$20,900 – 37,900

**LOCATION**

One quarter of all job openings in Bluegrass area; around a fifth in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

About 23 percent work for lessors of real estate; rest occur in a variety of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Carpenters; pipelayers, plumbers, pipefitters, & steamfitters; electricians; heating, air-conditioning, & refrigeration mechanics; coin, vending, & amusement machine servicers & repairers; electrical & electronics installers & repairers; electronic home entertainment equipment installers & repairers; radio & telecommunications equipment installers & repairers.

## JOB DESCRIPTION

String & repair telephone & television cable, including fiber optics & other equipment for transmitting messages or television programming.

## EDUCATION

Long-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Installation; equipment maintenance; equipment selection; repairing; troubleshooting.

## ABILITIES

Information ordering; near vision; oral expression & comprehension; control precision; manual dexterity; deductive reasoning.

## KNOWLEDGE

Know telecommunications; know machines & tools; know computers & electronics; know mathematics; know engineering & technology.

## TASKS

Installs terminal boxes & strings lead-in-wires, using electrician's tools. Ascends poles or enters tunnels & sewers to string lines & install terminal boxes, auxiliary equipment & appliances, according to diagrams. Repairs cable system, defective lines, & auxiliary equipment. Pulls lines through ducts by hand or with use of winch. Collects installation fees. Explains cable service to subscriber. Cleans & maintains tools & test equipment. Fills & tamps holes, using cement, earth, & tamping device. Digs holes, using power auger or shovel, & hoists poles upright into holes, using truck-mounted winch. Installs & removes plant equipment, such as callboxes & clocks.

## WORK ACTIVITIES

Control machines & processes; repair & maintain electronic equipment; obtain information; handle & move objects; perform general physical activities; obtain information; identify objects, actions, & events.

## WORK CONTEXT

Work outdoors, sometimes exposed to adverse weather conditions. Spend time kneeling, standing, crouching, & bending or twisting the body. Important to be accurate.

## ADVANCEMENT OPPORTUNITIES

May advance to positions stringing cable & performing service installations or to more sophisticated maintenance & repair positions responsible for increasingly larger portions of a network. Promotion to supervisory or training positions also is possible with a college degree.

## WORKING CONDITIONS

Usually work a 40-hour week, but might be required to work additional hours in the event of an emergency. Must be able to climb & maintain balance on utility poles & towers. Requires a good amount of travel. May encounter a variety of hazards on job sites.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2004	2012
1,760	2,304

Very fast growth to 2012. Around 112 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$19.06	\$39,600	\$27,800 – 51,400
Kentucky	\$14.74	\$30,700	\$25,100 – 38,900

## LOCATION

One quarter of all job openings in Bluegrass area; another quarter in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

About 37 percent work in cable & other program distribution; about 20 percent for building equipment contractors; around 17 percent for wired telecommunications carriers; rest occur in a variety of industries.

## ALTERNATE OCCUPATIONAL TITLES

Line installers & repairers.

## RELATED OCCUPATIONS

Radio & telecommunications equipment installers & repairers; broadcast & sound engineering technicians & radio operators; electricians.

## JOB DESCRIPTION

Supervise & coordinate the activities of production & operating workers, such as inspectors, precision workers, machine setters & operators, assemblers, fabricators, & plant & system operators.

## EDUCATION

Work experience in a related occupation.

## LOCATION OF TRAINING & EDUCATION

See *Related Occupations*.

## SKILLS

Coordination; critical thinking; reading comprehension; speaking; time management.

## ABILITIES

Oral & written comprehension; oral expression; speech clarity; problem sensitivity; deductive & mathematical reasoning.

## KNOWLEDGE

Know production & processing; know mathematics; know education & training; know personnel & human resources; know administration & management.

## TASKS

Coordinate the activities of employees engaged in production or processing of goods. Plan & establish work schedules, assignments, & production sequences. Calculate labor & equipment requirements & production specifications, using standard formulas. Determine standards, production & rates based on company policy, equipment & labor availability, & workload. Review operations & accounting records or reports to determine the feasibility of production estimates & evaluate current production. Confer with management or subordinates to resolve worker problems, complaints, or grievances. Coordinate operations & activities within departments or between departments. Read & analyze charts, work orders, or production schedules to determine production requirements. Maintain operations data, such as time, production, & cost records & prepare management reports. Recommend or implement measures to motivate employees & improve production methods.

## WORK ACTIVITIES

Communicate with supervisors, peers, & subordinates; guide, direct, & motivate subordinates; monitor processes, materials, or surroundings; obtain information; coordinate the work & activities of others.

## WORK CONTEXT

Work indoors. Maintain contact with others & resolve frequent conflict situations. Coordinate & lead others. Responsible for the health & safety of others. Important to be accurate.

## ADVANCEMENT OPPORTUNITIES

May advance to supervisory jobs with experience, training, or additional education.

## WORKING CONDITIONS

Usually work a 40-hour week, but might be required to work additional hours when production peaks. Must follow safety guidelines & often wear protective gear.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
13,498	14,987

Average growth to 2012. Around 461 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$20.64	\$42,900	\$32,700 – 56,000
Kentucky	\$19.51	\$40,600	\$31,500 – 52,800

## LOCATION

One quarter of all job openings in Bluegrass area; another quarter in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Spread across a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Industrial production managers; purchasing managers; natural sciences managers; purchasing agents & buyers, farm products; managers of logging workers; industrial engineering technicians; managers of helpers, laborers, & material movers, hand.



## JOB DESCRIPTION

Set up, operate, or tend machines to saw, cut, shear, slit, punch, crimp, notch, bend, or straighten metal or plastic material.

## EDUCATION

Moderate-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Operation & control; science; operation monitoring; equipment selection & maintenance; installation; mathematics; quality control analysis.

## ABILITIES

Information ordering; control precision; arm-hand steadiness; manual & finger dexterity; static strength; near vision; visualization.

## KNOWLEDGE

Know machines & tools; know physics; know production & processing; know building & construction; know design; know mathematics; know engineering & technology; know building & construction.

## TASKS

Turn controls to set cutting speed, feed rate, & table angle for specified operation. Start machine & feeds workpiece against blade, guiding along layout lines, to cut workpiece to specified dimensions. Turn valves to start flow of coolant against cutting area & to start airflow which blows cuttings away from kerf. Position guides, stops, holding blocks, or other fixtures to secure & direct workpiece. Read work order for specifications. Marks identifying data on workpieces. Examine completed workpieces for defects. Sharpen dulled blades. Activate machine & observe operation to detect misalignment or machine malfunctions. Install, align & lock specified punches, dies & cutting blades in ram or bed of machine. Adjust ram stroke of press to specified length. Set controls or install gears to synchronize action of feed bar or rollers. Operate power press, power brake, apron brake, swaging machine, foot-powered press, hydraulic press, or arbor press according to specifications.

## WORK ACTIVITIES

Control machines & processes; handle & move objects; perform general physical activities; obtain information; inspect equipment, structures, or material; monitor processes, material, & surroundings.

## WORK CONTEXT

Work indoors, sometimes exposed to hazardous equipment & loud or distracting noise levels. Must wear protective gear. Spend time making repetitive motions. Important to be accurate.

## ADVANCEMENT OPPORTUNITIES

May take the form of higher pay, although there are some limited opportunities for operators to advance to new positions as well.

## WORKING CONDITIONS

Usually work a 40-hour week, but might be required to work additional hours when production peaks. Must follow safety guidelines & often wear protective gear. Possibility of injuries around fabricating equipment.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
7,098	7,672

Slow growth to 2012. Around 233 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.81	\$24,600	\$19,900 – 30,400
Kentucky	\$11.37	\$23,600	\$19,100 – 29,000

## LOCATION

Two fifths of all job openings in Bluegrass area; one fifth in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

About 18 percent work in motor vehicle parts manufacturing; rest spread across a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Machinists; tool & die makers; assemblers & fabricators; computer-control programmers & operators; welding, soldering, & brazing workers; inspectors, testers, sorters, samplers, & weighers.

**JOB DESCRIPTION**

Set up & operate a variety of machine tools to produce precision parts & instruments. Include precision instrument makers who fabricate, modify, or repair mechanical instruments.

**EDUCATION**

Long-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Quality control analysis; operation & control; mathematics; operations analysis; operation monitoring; equipment selection.

**ABILITIES**

Visualization; control precision; manual dexterity; written comprehension; near vision.

**KNOWLEDGE**

Know machines & tools; know design; know engineering & technology; know mathematics; know production & processing.

**TASKS**

Align & secure holding fixtures, cutting tools, attachments, accessories, & materials onto machines. Calculate dimensions & tolerances using knowledge of mathematics & instruments such as micrometers & vernier calipers. Check workpieces to ensure that they are properly lubricated & cooled. Dismantle machines or equipment, using hand tools & power tools, in order to examine parts for defects & replace defective parts where needed. Fit & assemble parts to make or repair machine tools. Lay out, measure, & mark metal stock in order to display placement of cuts. Machine parts to specifications using machine tools such as lathes, milling machines, shapers, or grinders. Maintain industrial machines, applying knowledge of mechanics, shop mathematics, metal properties, layout, & machining procedures. Measure, examine, & test completed units in order to detect defects & ensure conformance to specifications, using precision instruments such as micrometers. Monitor the feed & speed of machines during the machining process.

**WORK ACTIVITIES**

Repair & maintain mechanical equipment; obtain information; control machines & processes; inspect equipment, structures, or material; handle & move objects; monitor processes, material, & surroundings.

**WORK CONTEXT**

Work indoors, sometimes exposed to hazardous equipment or loud & distracting noise levels. Important to be accurate. Must wear protective gear.

**ADVANCEMENT OPPORTUNITIES**

May become Computerized Numerical Control (CNC) programmers, tool & die makers, or mold makers, or be promoted to supervisory or administrative positions in their firms. A few open their own shops.

**WORKING CONDITIONS**

Work a forty-hour week, often including evenings & weekends. Work around machine tools can present a variety of dangers.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
5,376	5,907

Average growth to 2012. Around 188 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$15.66	\$32,600	\$25,300 – 40,500
Kentucky	\$15.07	\$31,300	\$24,500 – 37,700

**LOCATION**

Two fifths of all job openings in Bluegrass area; a fifth in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 17 percent work in machine shops; remaining spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Tool & die makers; machine setters, operators, & tenders—metal & plastic; computer-control programmers & operators; welding, soldering, & brazing.

**JOB DESCRIPTION**

Set up, operate, or tend more than one type of cutting or forming machine tool or robot.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Quality control analysis; operation & control; mathematics; reading comprehension; operation monitoring; equipment maintenance.

**ABILITIES**

Information ordering; written comprehension; control precision; manual dexterity; problem sensitivity.

**KNOWLEDGE**

Know machines & tools; know design; know engineering & technology; know mathematics; know production & processing; know building & construction.

**TASKS**

Operate lathes, cutters, borers, millers, grinders, presses, drills, & auxiliary machines to make metallic & plastic workpieces. Compute data, such as gear dimensions & machine settings, applying knowledge of shop mathematics. Instruct operators or other workers in machine operation. Record operational data such as pressure readings, length of stroke, feeds, & speeds. Make minor electrical & mechanical repairs & adjustments to machines, & notify supervisor when major service is required. Lift, position, & secure workpieces in holding devices. Inspect first-run workpieces & verify conformance to specifications to check accuracy of machine setup. Measure & mark reference points & cutting lines on workpiece, using traced templates, compasses, & rules. Perform minor machine maintenance, such as oiling or cleaning machines, dies, or workpieces, or adding coolant to machine reservoir.

**WORK ACTIVITIES**

Control machines & processes; handle & move objects; perform general physical activities; inspect equipment, structures, or material; monitor processes, materials, & surroundings; obtain information.

**WORK CONTEXT**

Work indoors, sometimes exposed to hazardous equipment or loud & distracting noise levels. Important to be accurate. Must wear protective gear. Pace of work often determined by speed of equipment.

**ADVANCEMENT OPPORTUNITIES**

Most advancement comes in the form of increased pay, but some may find work in other positions.

**WORKING CONDITIONS**

Work a forty-hour week, often including evenings & weekends. Overtime is common during times of peak production. Work around machine tools can present a variety of dangers.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
5,679	6,411

Average growth to 2012. Around 243 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$13.79	\$28,700	\$22,400 – 37,500
Kentucky	\$16.78	\$34,900	\$24,300 – 43,500

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 30 percent work in motor vehicle manufacturing; remaining spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Machinists; tool & die makers; assemblers & fabricators; computer-control programmers & operators; welding, soldering, & brazing workers; inspectors, testers, sorters, samplers, & weighers.

**JOB DESCRIPTION**

Use hand-welding, flame-cutting, hand soldering, or brazing equipment to weld or join metal components or to fill holes, indentations, or seams of fabricated metal products.

**EDUCATION**

Long-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Operation & control; equipment selection & maintenance; quality control analysis; monitoring; installation; mathematics; repairing.

**ABILITIES**

Near vision; arm-hand steadiness; information ordering; visualization; manual & finger dexterity; wrist-finger speed; control precision.

**KNOWLEDGE**

Know machines & tools; know chemistry; know building & construction; know engineering & technology; know mathematics; know production & processing; know design; know physics.

**TASKS**

Weld metal parts together. Connect hoses from torch to tanks of oxygen & fuel gas, & turn valves to release mixture. Ignite torch & regulate flow of gas & air to obtain desired temperature, size, & color of flame.. Fill cavities or correct malformation in lead parts & hammer out bulges & bends in metal workpieces. Examine workpiece for defects & measure workpiece with straightedge or template to ensure conformance with specifications. Climb ladders or works on scaffolds to disassemble structures. Dismantle metal assemblies or cuts scrap metal, using thermal-cutting equipment such as flame-cutting torch or plasma-arc equipment. Position & secure workpiece, using hoist, crane, wire & banding machine, or hand tools. Guide torch & rod along joint of workpieces to heat to brazing temperature, melt braze alloy, & bond workpieces together. Solder joints, using soldering iron, gas torch, or electric-ultrasonic equipment.

**WORK ACTIVITIES**

Control machines & processes; handle & move objects; perform general physical activities; inspect equipment, structures, or material; monitor processes, materials, & surroundings; obtain information.

**WORK CONTEXT**

Work indoors or outdoors, sometimes exposed to hazardous equipment, loud & distracting noise levels, or contaminants. Must wear protective gear. May be exposed to very hot or very cold temperatures.

**ADVANCEMENT OPPORTUNITIES**

May become welding technicians, supervisors, inspectors, instructors, or may open one's own repair shop with experience & training.

**WORKING CONDITIONS**

Work a forty-hour week on the whole, but may work as much as 70 hours in a week. Work around machine tools can present a variety of dangers, including the intense light & head from the arc.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
6,873	7,935

Moderately fast growth to 2012. Around 320 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$14.02	\$29,200	\$23,700 – 36,100
Kentucky	\$13.30	\$27,700	\$22,500 – 33,800

**LOCATION**

Almost a quarter of all job openings in Louisville area; a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Welding, cutting, soldering, & brazing occupations are spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Machinists; machine setters, operators, & tenders—metal & plastic; computer-control programmers & operators; tool & die makers; sheet metal workers; boilermakers; assemblers & fabricators.

## JOB DESCRIPTION

Operate or tend washing or dry-cleaning machines to wash or dry-clean industrial or household articles, such as cloth garments, suede, leather, furs, blankets, draperies, fine linens, rugs, & carpets.

## EDUCATION

Moderate-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Operation & control; operation monitoring; science; mathematics; quality control analysis; equipment selection & maintenance; critical thinking.

## ABILITIES

Visual color discrimination; manual dexterity; trunk strength; category & extent flexibility; information ordering; near vision; control precision.

## KNOWLEDGE

Know customer service; know machines & tools; know chemistry; know administrative & clerical procedures; know mathematics; know physics; know production & processing.

## TASKS

Matches sample color, applying knowledge of bleaching agent & dye properties, & type, construction, condition, & color of article. Immerses article in bleaching bath to strip colors. Immerses article in dye solution & stirs with stick, or dyes article in rotary-drum or paddle dyeing machine. Rinses article in water & acetic acid solution to remove excess dye & to fix colors. Dissolves dye or bleaching chemicals in water. Operates or directs operation of extractor & drier. Sprays or brushes article with prepared solution to remove stains. Measures & mixes amounts of bleaches, dyes, oils, & acids, following formulas. Applies dye to article, using spray gun, electrically rotated brush, or handbrush. Examines article to identify fabric & original dye by sight, touch, or by testing sample with fire or chemical reagent. Irons or presses articles, fabrics, & furs, using hand iron or pressing machine.

## WORK ACTIVITIES

Control machines & processes; handle & move objects; perform general physical activities; obtain information; inspect equipment, structures, or material; monitor processes, material, & surroundings.

## WORK CONTEXT

Work indoors, sometimes exposed to hazardous conditions and/or contaminants. May be exposed to very hot or very cold temperatures. Spend time making repetitive motions. Important to be accurate.

## ADVANCEMENT OPPORTUNITIES

May open one's own shop or move into management

## WORKING CONDITIONS

Usually work a five-day, 35- to 40-hour week. Must follow safety guidelines around industrial machines. Facilities might be hot & noisy.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

2004	2012
3,632	4,054

Average growth to 2012. Around 149 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$8.07	\$16,800	\$14,400 – 20,100
Kentucky	\$7.42	\$15,400	\$13,200 – 18,100

## LOCATION

About a fifth in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

About 46 percent work in dry-cleaning & laundry services; rest spread across a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

Textile, apparel, & furnishings occupations.

## RELATED OCCUPATIONS

Assemblers & fabricators; dental laboratory technicians; food-processing workers; jewelers & precious stone & metal workers, woodworkers.

**JOB DESCRIPTION**

Inspect, test, sort, sample, or weigh nonagricultural raw materials or processed, machined, fabricated, or assembled parts or products for defects, wear, & deviations from specifications.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Quality control analysis; operation & control; science; speaking; reading comprehension; operation & control; equipment selection; speaking.

**ABILITIES**

Near vision; deductive reasoning; control precision; visualization; visual color discrimination; perceptual speed; information ordering.

**KNOWLEDGE**

Know computers & electronics; know engineering & technology; know machines & tools; know design; know telecommunications;

**TASKS**

Inspect materials & machines for conformance to specifications, & adjust process or assembly equipment to meet standards. Read dials & meters to verify functioning of equipment according to specifications. Analyze & interpret blueprints, sample data, & other materials to determine, change, or measure specifications or inspection & testing procedures. Test & measure finished products, components, or assemblies for functioning, operation, accuracy, or assembly to verify adherence to functional specifications. Observe & monitor production operations & equipment to ensure proper assembly of parts, or assists in testing & monitoring activities. Confer with vendors & others regarding inspection results, recommend corrective procedures, & compile reports of results, recommendations, & needed repairs. Operate or tend machinery & equipment, & uses hand tools.

**WORK ACTIVITIES**

Control machines & processes; handle & move objects; perform general physical activities; obtain information; inspect equipment, structures, or material; monitor processes, material, & surroundings.

**WORK CONTEXT**

Work indoors, sometimes exposed to hazardous conditions and/or contaminants. May be exposed to very hot or very cold temperatures. Spend time making repetitive motions. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

May open one's own shop or move into management

**WORKING CONDITIONS**

Usually work a five-day, 35- to 40-hour week. May spend majority of the day on one's feet. Facilities might be dirty, hot & noisy.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
10,673	11,531

Slow growth to 2012. Around 345 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$13.01	\$27,100	\$20,500 – 36,300
Kentucky	\$12.28	\$25,500	\$20,200 – 34,600

**LOCATION**

Over a third in Bluegrass area; about a quarter in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a variety of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Construction & building inspectors; fire inspectors & investigators; forest fire inspectors & prevention specialists; occupational health & safety specialists; technicians.



## JOB DESCRIPTION

Operate or tend machines to prepare industrial or consumer products for storage or shipment. Includes cannery workers who pack food products.

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Operation & control; operation monitoring; quality control analysis; troubleshooting; repairing; mathematics.

## ABILITIES

Manual dexterity; information ordering; near vision; perceptual speed; control precision; extent flexibility.

## KNOWLEDGE

Know machines & tools; know physics; know production & processing; know design; know mathematics; know engineering & technology; know public safety & security.

## TASKS

Adjust machine components & machine tension & pressure according to size or processing angle of product. Inspect & remove defective products & packaging material. Monitor the production line, watching for problems such as pile-ups, jams, or glue that isn't sticking properly. Observe machine operations to ensure quality & conformity of filled or packaged products to standards. Package the product in the form in which it will be sent out, for example, filling bags with flour from a chute or spout. Regulate machine flow, speed, or temperature. Remove finished packaged items from machine & separate rejected items. Start machine by engaging controls. Stock & sort product for packaging or filling machine operation, & replenish packaging supplies, such as wrapping paper, plastic sheet, boxes, cartons, glue, ink, or labels. Stop or reset machines when malfunctions occur, clear machine jams, & report malfunctions to a supervisor.

## WORK ACTIVITIES

Handle & move objects; repair & maintain mechanical equipment; inspect equipment, structures, or material; monitor processes, material, & surroundings; control machines & processes.

## WORK CONTEXT

Work indoors, sometimes exposed to hazardous equipment & loud or distracting noise levels. Spend time making repetitive motions. Important to be accurate.

## ADVANCEMENT OPPORTUNITIES

May take the form of higher pay, although there are some limited opportunities for operators to advance to new positions as well.

## WORKING CONDITIONS

Usually work a 40-hour week, but might be required to work additional hours when production peaks. Must follow safety guidelines & often wear protective gear. Possibility of injuries around fabricating equipment.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
7,922	8,833

Average growth to 2012. Around 267 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$10.20	\$21,200	\$16,800 – 28,000
Kentucky	\$11.02	\$22,900	\$19,200 – 28,100

## LOCATION

A fifth of all job openings in Louisville area; rest statewide.

## INDUSTRIES OF EMPLOYMENT

About 16 percent work in employment services; remaining spread across a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Conveyor operators & tenders; coil winders, tapers, & finishers; bindery machine operators & tenders; sewing machine operators, non-garment; plastic molding & casting machine operators & tenders.

**JOB DESCRIPTION**

Set up, operate, or tend machines to coat or paint any of a wide variety of products including food, glassware, cloth, ceramics, metal, plastic, paper, or wood.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Operation & control; operation monitoring; equipment selection; quality control analysis; mathematics.

**ABILITIES**

Control precision; manual dexterity; near vision; reaction time; trunk & dynamic strength; problem sensitivity; extent flexibility; information ordering.

**KNOWLEDGE**

Know production & processing; know machines & tools; know chemistry; know mathematics; know engineering & technology.

**TASKS**

Set up & operate machines to paint or coat products with such materials as silver & copper solution, rubber, paint, glaze, oil, or rust proofing materials. Remove materials, parts, or workpieces from painting or coating machines, using hand tools. Record operational data on specified forms. Clean & maintain coating & painting machines, using hand tools. Measure thickness & quality of coating, using micrometer. Examine & test solutions, paints, products, & workpieces to ensure specifications are met. Observe & adjust loaded workpiece or machine, according to specifications. Start pumps to mix solutions & to activate coating or painting machines. Observe machine operation & gauges to detect defects or deviations from standards. Fill hopper, reservoir, trough, or pan with material used to coat, paint, or spray, using conveyor or pail. Measure & mix specified quantities of substances to create coatings, paints, or sprays.

**WORK ACTIVITIES**

Control machines & processes; handle & move objects; perform general physical activities; evaluate information to determine compliance with standards; monitor processes, materials, & surroundings.

**WORK CONTEXT**

Work indoors, sometimes exposed to hazardous equipment, conditions, & contaminants. Spend time making repetitive motions. Important to be accurate. Must wear protective gear.

**ADVANCEMENT OPPORTUNITIES**

May become sales or technical representatives for chemical or paint companies. May also become team leaders or supervisors.

**WORKING CONDITIONS**

Usually work a 40-hour week, but might work more if running an independent operation. Must work with caution around fumes from solutions & other hazardous chemicals.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
2,423	2,792

Moderately fast growth to 2012. Around 107 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$12.16	\$25,300	\$20,400 – 31,600
Kentucky	\$12.22	\$25,400	\$20,500 – 30,100

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Painting & coating workers, except construction & maintenance.

**RELATED OCCUPATIONS**

Painters & paperhangers; woodworkers; machine setters, operators, & tenders—metal & plastic.

**JOB DESCRIPTION**

Operate or tend painting machines to paint surfaces of transportation equipment, such as automobiles, buses, trucks, trains, boats, & airplanes.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Equipment selection & maintenance; reading comprehension; operation & control; writing; monitoring.

**ABILITIES**

Visual color discrimination; arm-hand steadiness; control precision; gross body equilibrium; dynamic flexibility; visualization.

**KNOWLEDGE**

Know machines & tools; know mathematics; know design; know fine arts; know chemistry.

**TASKS**

Adjust controls on infrared ovens, heat lamps, portable ventilators, & exhaust units in order to speed the drying of vehicles between coats. Allow the sprayed product to dry, & then touch up any spots that may have been missed. Apply designs, lettering, or other identifying or decorative items to finished products, using paint brushes or paint sprayers. Apply primer over any repairs made to vehicle surfaces. Apply rust-resistant undercoats, & caulk & seal seams. Buff & wax the finished paintwork. Fill small dents & scratches with body fillers, & smooth surfaces in order to prepare vehicles for painting. Lay out logos, symbols, or designs on painted surfaces, according to blueprint specifications, using measuring instruments, stencils, & patterns. Mix paints to match color specifications or vehicles' original colors, then stir & thin the paints, using spatulas or power mixing equipment. Monitor painting operations in order to identify flaws such as blisters & streaks so that their causes can be corrected.

**WORK ACTIVITIES**

Control machines & processes; handle & move objects; perform general physical activities; obtain information; repair & maintain mechanical equipment.

**WORK CONTEXT**

Work indoors or outdoors, sometimes exposed to weather, high places, & contaminants. Spend time making repetitive motions. Important to be accurate. Must wear protective gear.

**ADVANCEMENT OPPORTUNITIES**

May become team leaders or supervisors, or may open one's own shop.

**WORKING CONDITIONS**

Usually work a 40-hour week, but might work more if running an independent operation. Must work with caution around fumes from solutions & other hazardous chemicals.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
1,876	2,342

Very fast growth to 2012. Around 104 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$16.13	\$33,600	\$25,600 – 44,500
Kentucky	\$20.55	\$42,700	\$35,800 – 48,800

**LOCATION**

Statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 55 percent work in motor vehicle manufacturing; about 25 percent in automotive repair & maintenance; rest spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Brazers; log graders & scalers; painters & paperhangers; woodworkers; machine setters, operators, & tenders—metal & plastic.

**JOB DESCRIPTION**

Directly supervise & coordinate activities of transportation & material-moving machine & vehicle operators & helpers.

**EDUCATION**

Work experience in a related occupation.

**LOCATION OF TRAINING & EDUCATION**

See *Related Occupations*.

**SKILLS**

Speaking; active listening; instructing; coordination; mathematics; critical thinking; reading comprehension; writing.

**ABILITIES**

Written & oral expression & comprehension; information ordering.

**KNOWLEDGE**

Know transportation; know business & management principles; know personnel & human resources; know mathematics; know economics & accounting.

**TASKS**

Review orders, production schedules, & shipping/receiving notices to determine work sequence & material shipping dates, type, volume, & destinations. Plan transportation routes, work schedules, & assignments & allocate equipment to meet transportation, operations, or production goals. Maintain or verify time, transportation, financial, inventory & personnel records. Explain work tasks to new workers or assign workers to experienced workers for further training. Resolve worker problems or assist workers in solving problems. Compute & estimate cash, payroll, transportation, personnel, & storage requirements. Requisition needed personnel, supplies, equipment, parts, or repair services. Recommend & implement measures to improve worker motivation, equipment performance, work methods, & customer services. Prepare, compile, & submit reports on work activities, operations, & work related accidents.

**WORK ACTIVITIES**

Communicate with supervisors, peers, or subordinates; coordinate the work & activities of others; guide, direct, & motivate subordinates; obtain, document, & record information; inspect equipment, structures, or material; make decisions & solve problems.

**WORK CONTEXT**

Work indoors. Must maintain contact with others & coordinate & lead them. Important to be accurate. Responsible for outcomes & results.

**ADVANCEMENT OPPORTUNITIES**

May advance to supervisory jobs. Others may go into the contracting business for themselves.

**WORKING CONDITIONS**

Usually work a 40-hour week. Must follow safety practices as working with material-moving machines can be dangerous.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
3,314	3,702

Average growth to 2012. Around 125 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$20.63	\$42,900	\$32,300 – 54,600
Kentucky	\$18.08	\$37,600	\$29,900 – 48,400

**LOCATION**

About two fifths of all job openings in Louisville area; around a fifth in Bluegrass area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Industrial production managers; transportation managers; wholesale & retail buyers, except farm products; storage & distribution managers; public transportation inspectors.

## JOB DESCRIPTION

Transport students or special clients, such as the elderly or persons with disabilities. Ensure adherence to safety rules. May assist passengers in boarding or exiting.

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Operation monitoring; equipment maintenance; social perceptiveness; speaking; operation & control.

## ABILITIES

Response orientation; reaction time; depth perception; night vision; multilimb coordination; peripheral vision; rate control; time sharing.

## KNOWLEDGE

Know transportation; know public safety & security; know geography; know law & government; know customer service.

## TASKS

Drive gasoline, diesel, or electrically powered multi-passenger vehicles to transport students between neighborhoods, schools, & school activities. Check the condition of a vehicle's tires, brakes, windshield wipers, lights, oil, fuel, water, & safety equipment to ensure that everything is in working order. Comply with traffic regulations in order to operate vehicles in a safe & courteous manner. Follow safety rules as students are boarding & exiting buses, & as they cross streets near bus stops. Pick up & drop off students at regularly scheduled neighborhood locations, following strict time schedules. Read maps, & follow written & verbal geographic directions. Regulate heating, lighting, & ventilation systems for passenger comfort. Escort small children across roads & highways. Keep bus interiors clean for passengers. Maintain knowledge of first-aid procedures.

## WORK ACTIVITIES

Operate vehicles, mechanized devices, or equipment; obtain information; monitor processes, materials, or surroundings; make decisions or solve problems; inspect equipment, structures, or material.

## WORK CONTEXT

Work outdoors, exposed to weather. Maintain contact with others, including external customers & potentially unpleasant or angry people. Responsible for the health & safety of others.

## ADVANCEMENT OPPORTUNITIES

May advance to supervisory jobs or positions as dispatchers.

## WORKING CONDITIONS

Often work 20 hours a week or less, driving one or two routes in the morning & afternoon. Must be available for extracurricular activities, & must be prepared to accommodate special needs children.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
8,334	9,695

Moderately fast growth to 2012. Around 344 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$10.77	\$22,400	\$16,100 – 28,100
Kentucky	\$11.83	\$24,600	\$21,000 – 28,200

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Almost 90 percent work for elementary & secondary schools; rest spread across a number of industries.

## ALTERNATE OCCUPATIONAL TITLES

No alternate titles for this occupation.

## RELATED OCCUPATIONS

Taxi drivers & chauffeurs; truck drivers & driver/sales workers.

**JOB DESCRIPTION**

Drive truck or other vehicle over established routes or within an established territory & sell goods, such as food products, including restaurant take-out items, or pick up & deliver items, such as laundry.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Time management; speaking; equipment maintenance; mathematics; service orientation.

**ABILITIES**

Number facility; spatial orientation; oral expression & comprehension written comprehension.

**KNOWLEDGE**

Know sales & marketing; know transportation; know customer service; know mathematics; understand English language.

**TASKS**

Drive trucks in order to deliver such items as food, medical supplies, or newspapers. Collect coins from vending machines, refill machines, & remove aged merchandise. Sell food specialties, such as sandwiches & beverages, to office workers & patrons of sports events. Collect money from customers, make change, & record transactions on customer receipts. Call on prospective customers in order to explain company services & to solicit new business. Record sales or delivery information on daily sales or delivery record. Inform regular customers of new products or services & price changes. Review lists of dealers, customers, or station drops & load trucks. Write customer orders & sales contracts according to company guidelines. Listen to & resolve customers' complaints regarding products or services.

**WORK ACTIVITIES**

Operate vehicles, mechanized devices, or equipment; perform or work for the general public; maintain interpersonal relationships; influence others; communicate with persons outside an organization.

**WORK CONTEXT**

Work outdoors, exposed to weather. Maintain contact with others, including external customers.

**ADVANCEMENT OPPORTUNITIES**

Advancement is generally limited to driving runs that provide increased earnings or preferred schedules & working conditions. May advance to dispatcher, manager, or traffic work.

**WORKING CONDITIONS**

Hours will depend on routes involved. Local drivers may return home in the evenings; long distance route drivers may spend a large part of the year away from home. The limit of weekly hours for interstate drivers as established by the Department of Transportation is sixty.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
6,788	7,942

Moderately fast growth to 2012. Around 250 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$9.92	\$20,600	\$14,500 – 30,600
Kentucky	\$12.51	\$26,000	\$19,900 – 34,000

**LOCATION**

Almost a quarter of all job openings in Louisville area; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Almost 24 percent work for grocery & related product wholesalers; rest spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

Truck drivers.

**RELATED OCCUPATIONS**

Ambulance drivers & attendants, except emergency medical technicians; bus drivers; & taxi drivers; chauffeurs.



**JOB DESCRIPTION**

Drive a tractor-trailer combination or a truck with a capacity of at least 26,000 GVW, to transport & deliver goods, livestock, or materials in liquid, loose, or packaged form.

**EDUCATION**

Moderate-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Mathematics; writing; equipment maintenance; reading comprehension; operation & control.

**ABILITIES**

Near & far vision; reaction time; response orientation; static strength.

**KNOWLEDGE**

Know transportation; know geography; know law & government; know machines & tools; know public safety & security.

**TASKS**

Drive truck with capacity of more than 3 tons to transport & deliver cargo, materials, or damaged vehicle. Maintain radio or telephone contact with base or supervisor to receive instructions or be dispatched to new location. Maintain truck log according to state & federal regulations. Position blocks & tie rope around items to secure cargo for transport. Clean, inspect, & service vehicle. Drive tractor-trailer combination, applying knowledge of commercial driving regulations, to transport & deliver products, livestock, or materials, usually over long distance. Maneuver truck into loading or unloading position, following signals from loading crew as needed. Drive truck to weigh station before & after loading, & along route to document weight & conform to state regulations. Maintain driver log according to Interstate Commerce Commission (ICC) regulations. Read bill of lading to determine assignment. Load or unload, or assist in loading & unloading truck. Work as member of two-person team driving tractor with sleeper bunk behind cab.

**WORK ACTIVITIES**

Operate vehicles, mechanized devices, or equipment; handle & move objects; document & record information; inspect equipment, structures, & material; repair & maintain mechanical equipment.

**WORK CONTEXT**

Work indoors & outdoors, sometimes exposed to weather. Maintain contact with others, including external customers. Responsible for the health & safety of others. Important to be accurate.

**ADVANCEMENT OPPORTUNITIES**

Advancement is generally limited to driving runs that provide increased earnings or preferred schedules & working conditions. May advance to dispatcher, manager, or traffic work.

**WORKING CONDITIONS**

Hours will depend on routes involved. Local drivers may return home in the evenings; long distance route drivers may spend a large part of the year away from home. The limit of weekly hours for interstate drivers as established by the Department of Transportation is sixty.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
29,949	35,901

Moderately fast growth to 2012. Around 1,209 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$15.97	\$33,200	\$26,000 – 41,600
Kentucky	\$13.90	\$28,900	\$23,700 – 37,100

**LOCATION**

About a fifth of all job openings in both Bluegrass & Northern Kentucky areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Around 30 percent work in general freight trucking; rest spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Ambulance drivers & attendants, except emergency medical technicians; bus drivers; & taxi drivers; chauffeurs.

## JOB DESCRIPTION

Drive a truck or van with a capacity of under 26,000 GVW, primarily to deliver or pick up merchandise or to deliver packages within a specified area. Exclude "Couriers & Messengers".

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Operation & control; operation monitoring; repairing; writing; speaking; equipment maintenance.

## ABILITIES

Far vision; spatial orientation; static strength; extent flexibility; reaction time.

## KNOWLEDGE

Know transportation; know geography; know public safety & security; know machines & tools; know administrative & clerical procedures.

## TASKS

Drive vehicles with capacities under three tons in order to transport materials to & from specified destinations such as railroad stations, plants, residences & offices, or within industrial yards. Inspect & maintain vehicle supplies & equipment, such as gas, oil, water, tires, lights, & brakes in order to ensure that vehicles are in proper working condition. Load & unload trucks, vans, or automobiles. Obey traffic laws, & follow established traffic & transportation procedures. Read maps, & follow written & verbal geographic directions. Verify the contents of inventory loads against shipping papers. Maintain records such as vehicle logs, records of cargo, or billing statements in accordance with regulations. Perform emergency repairs such as changing tires or installing light bulbs, fuses, tire chains, & spark plugs. Present bills & receipts, & collect payments for goods delivered or loaded. Report any mechanical problems encountered with vehicles.

## WORK ACTIVITIES

Operate vehicles, mechanized devices, or equipment; handle & move objects; document & record information; perform general physical activities; repair & maintain mechanical equipment.

## WORK CONTEXT

Work indoors & outdoors, often exposed to weather or contaminants. Important to be accurate. Must wear protective gear.

## ADVANCEMENT OPPORTUNITIES

May work into a higher-paying position or become supervisors.

## WORKING CONDITIONS

Work a standard eight-hour shift, though additional night or weekend hours are common. Workers may be exposed to harmful materials or chemicals, fumes, odors, loud noise, or dangerous machinery.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
12,815	14,210

Average growth to 2012. Around 410 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$11.48	\$23,900	\$18,200 – 32,400
Kentucky	\$10.50	\$21,800	\$17,200 – 28,100

## LOCATION

Statewide.

## INDUSTRIES OF EMPLOYMENT

Around 29 percent work for couriers; rest spread across a variety of industries.

## ALTERNATE OCCUPATIONAL TITLES

Material movers.

## RELATED OCCUPATIONS

Bus drivers; construction equipment operators; machine setters, operators, & tenders—metal & plastic; rail transportation workers; truck drivers & driver/sales workers; agricultural workers; building cleaning workers; construction laborers; forest, conservation, & logging workers; grounds maintenance workers.

## JOB DESCRIPTION

Operate industrial trucks or tractors equipped to move materials around a warehouse, storage yard, factory, construction site, or similar location. Exclude "Logging Equipment Operators".

## EDUCATION

Short-term on-the-job training.

## LOCATION OF TRAINING & EDUCATION

See *Industries of Employment*.

## SKILLS

Operation & control; operation monitoring; repairing; equipment selection & maintenance; coordination.

## ABILITIES

Control precision; multilimb coordination; depth perception; manual dexterity; static strength.

## KNOWLEDGE

Know transportation; know mathematics; know production & processing; know machines & tools; know administrative & clerical procedures; know physics.

## TASKS

Move controls to drive gasoline- or electric-powered trucks, cars, or tractors & transport materials between loading, processing, & storage areas. Move levers & controls that operate lifting devices, such as forklifts, lift beams & swivel-hooks, hoists, & elevating platforms, in order to load, unload, transport, & stack material. Position lifting devices under, over, or around loaded pallets, skids, & boxes, & secure material or products for transport to designated areas. Hook tow trucks to trailer hitches & fasten attachments using hitchpins. Turn valves & open chutes in order to dump, spray, or release materials from dump cars or storage bins into hoppers. Perform routine maintenance on vehicles & auxiliary equipment. Manually load or unload materials onto or off pallets, skids, platforms, cars, or lifting devices. Operate or tend automatic stacking, loading, packaging, or cutting machines. Weigh materials or products, & record weight & other production data on tags or labels.

## WORK ACTIVITIES

Operate vehicles, mechanized devices, or equipment; handle & move objects; control machines & processes; perform general physical activities; repair & maintain mechanical equipment.

## WORK CONTEXT

Work indoors & outdoors, often exposed to weather or contaminants. Important to be accurate. Must wear protective gear.

## ADVANCEMENT OPPORTUNITIES

May work into a higher-paying position or become supervisors.

## WORKING CONDITIONS

Work a standard eight-hour shift, though additional night or weekend hours are common. Workers may be exposed to harmful materials or chemicals, fumes, odors, loud noise, or dangerous machinery.

## OUTLOOK OPPORTUNITIES

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
12,815	14,210

Average growth to 2012. Around 410 job openings annually.

## EARNINGS

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$12.54	\$26,100	\$21,400 – 32,400
Kentucky	\$11.95	\$24,900	\$21,000 – 29,800

## LOCATION

Around a fifth of all job openings in each of Bluegrass, Louisville, & Northern Kentucky areas; rest statewide.

## INDUSTRIES OF EMPLOYMENT

Spread across a variety of industries.

## ALTERNATE OCCUPATIONAL TITLES

Material movers.

## RELATED OCCUPATIONS

Bus drivers; construction equipment operators; machine setters, operators, & tenders—metal & plastic; rail transportation workers; truck drivers & driver/sales workers; agricultural workers; building cleaning workers; construction laborers; forest, conservation, & logging workers; grounds maintenance workers.

**JOB DESCRIPTION**

Pack or package by hand a wide variety of products & materials.

**EDUCATION**

Short-term on-the-job training.

**LOCATION OF TRAINING & EDUCATION**

See *Industries of Employment*.

**SKILLS**

Monitoring; equipment selection; writing; operation & control; reading comprehension.

**ABILITIES**

Manual & finger dexterity; information ordering; extent flexibility; near vision; multilimb coordination; wrist-finger speed.

**KNOWLEDGE**

Know production & processing; know mathematics; know administrative & clerical procedures; know physics; know machines & tools; understand English language.

**TASKS**

Assemble, line, & pad cartons, crates, & containers, using hand tools. Examine & inspect containers, materials, & products in order to ensure that packing specifications are met. Mark & label containers, container tags, or products, using marking tools. Obtain, move, & sort products, materials, containers, & orders, using hand tools. Place or pour products or materials into containers, using hand tools & equipment, or fill containers from spouts or chutes. Remove completed or defective products or materials, placing them on moving equipment such as conveyors or in specified areas such as loading docks. Seal containers or materials, using glues, fasteners, nails, & hand tools. Clean containers, materials, supplies, or work areas, using cleaning solutions & hand tools. Load materials & products into package processing equipment. Measure, weigh, & count products & materials.

**WORK ACTIVITIES**

Inspect equipment, structures, or material; obtain, document, & record information; handle & move objects; control machines & processes; perform general physical activities.

**WORK CONTEXT**

Work indoors, spending time making repetitive motions. Must wear protective gear.

**ADVANCEMENT OPPORTUNITIES**

May work into a higher-paying position or become supervisors.

**WORKING CONDITIONS**

Work a standard eight-hour shift, though additional night or weekend hours are common. Workers may be exposed to harmful materials or chemicals, fumes, odors, loud noise, or dangerous machinery.

**OUTLOOK OPPORTUNITIES**

Kentucky Statewide Employment:

<u>2004</u>	<u>2012</u>
16,121	18,423

Moderately fast growth to 2012. Around 579 job openings annually.

**EARNINGS**

Location	Median, 2002		Midrange, 2002
	Hourly	Annual	Annual
US	\$8.03	\$16,700	\$14,300 – 20,900
Kentucky	\$8.21	\$17,100	\$13,900 – 21,000

**LOCATION**

About a quarter of all job openings in Northern Kentucky area; a fifth in each of Bluegrass & Louisville areas; rest statewide.

**INDUSTRIES OF EMPLOYMENT**

Nearly 24 percent work for grocery stores; remaining spread across a number of industries.

**ALTERNATE OCCUPATIONAL TITLES**

No alternate titles for this occupation.

**RELATED OCCUPATIONS**

Mold makers, hand; molding & casting workers; floor layers, except carpet, wood, & hard tiles; graders & sorters, agricultural products.

A	
Accountants & Auditors	17
Administrative Services Managers	5
Amusement & Recreation Attendants	84
Automotive Service Technicians & Mechanics	132
B	
Bartenders	71
Bill & Account Collectors	103
Billing & Posting Clerks & Machine Operators	104
Bookkeeping, Accounting, & Auditing Clerks	105
Brickmasons & Blockmasons	120
Bus & Truck Mechanics & Diesel Engine Specialists	133
Bus Drivers, School	148
C	
Carpenters	121
Cashiers	92
Cement Masons & Concrete Finishers	122
Child Care Workers	86
Civil Engineers	25
Clergy	31
Clinical, Counseling, & School Psychologists	26
Coaches & Scouts	47
Coating, Painting, & Spraying Machine Setters, Operators & Tenders	145
Combined Food Preparation & Serving Workers, Including Fast Food	72
Computer & Information Systems Managers	6
Computer Software Engineers, Applications	19
Computer Software Engineers, Systems Software	20
Computer Support Specialists	21
Computer Systems Analysts	22
Construction Laborers	123
Construction Managers	9
Cooks, Fast Food	68
Cooks, Restaurant	69
Correctional Officers & Jailers	64
Counter & Rental Clerks	93
Counter Attendants, Cafeteria, Food Concession, & Coffee Shop	73
Court, Municipal, & License Clerks	107
Customer Service Representatives	108
Cutting, Punching, & Press Machine Setters, Operators, & Tenders, Metal & Plastic	138

D	
Data Entry Keyers	116
Demonstrators & Product Promoters	99
Dental Assistants	61
Dining Room & Cafeteria Attendants & Bartender Helpers	75
Dishwashers	76
Door-to-Door Sales Workers, News & Street Vendors, & Related Workers	101
Driver/Sales Workers	149
E	
Education Administrators, Elementary & Secondary	10
Electricians	125
Elementary School Teachers, Excluding Special Education	38
Emergency Medical Technicians & Paramedics	55
Engineering Managers	11
Executive Secretaries & Administrative Assistants	115
F	
Farmworkers, Farm & Ranch Animals	118
Financial Managers	7
Fire Fighters	63
Fitness Trainers & Aerobics Instructors	88
Food Preparation Workers	70
Food Service Managers	12
G	
General & Operations Managers	3
Graphic Designers	46
H	
Hairdressers, Hairstylists, & Cosmetologists	85
Health & Medical Services Managers	13
Health Specialties Teachers, Postsecondary	34
Heating, Air Conditioning, & Refrigeration Mechanics & Installers	134
Highway Maintenance Workers	130
Home Health Aides	59
Hosts & Hostesses, Restaurant, Lounge, & Coffee Shop	77

I	
Industrial Truck & Tractor Operators	152
Inspectors, Tester, Sorters, Samplers, & Weighers	143
Insurance Sales Agents	95
Interviewers, Except Eligibility & Loan	109
J	
Janitors & Cleaners, Except Maids & Housekeeping Cleaners	79
K	
Kindergarten Teachers, Excluding Special Education	37
L	
Landscaping & Groundskeeping Workers	81
Laundry & Dry-Cleaning Workers	142
Lawyers	32
Licensed Practical & Licensed Vocational Nurses	57
Loan Officers	18
M	
Machinists	139
Maids & Housekeeping Cleaners	80
Maintenance & Repair Workers	135
Management Analysts	16
Managers of Construction Trades & Extraction Workers	119
Managers of Food Preparation & Serving Workers	67
Managers of Landscaping, Lawn Service, & Groundskeeping Workers	78
Managers of Mechanics, Installers, & Repairers	131
Managers of Non-Retail Sales Workers	91
Managers of Office & Administrative Support Workers	102
Managers of Personal Service Workers	82
Managers of Production & Operating Workers	137
Managers of Retail Sales Workers	90
Managers of Transportation & Material- Moving Machine & Vehicle Operators	147
Medical & Public Health Social Workers	28

Medical Assistants	62
Medical Records & Health Information Technicians	58
Mental Health & Substance Abuse Social Workers	29
Mental Health Counselors	27
Middle School Teachers,	
Excluding Special & Vocational Education	39
Multiple Machine Tool Setters,	
Operators, & Tenders, Metal & Plastic	140

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### N

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Network & Computer Systems Administrators	23
Network Systems & Data Communications Analysts	24
Nonfarm Animal Caretakers	83
Nursing Aides, Orderlies, & Attendants	60

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### O

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Office Clerks, General	117
Operating Engineers & Other	
Construction Equipment Operators	124

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### P

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Packaging & Filling Machine Operators & Tenders	144
Packers & Packagers, Hand	153
Painters, Construction & Maintenance	126
Painters, Transportation Equipment	146
Paralegals & Legal Assistants	33
Personal & Home Care Aides	87
Pharmacists	51
Pharmacy Technicians	56
Photographers	50
Physical Therapists	53
Plumbers, Pipefitters, & Steamfitters	127
Police & Sheriff's Patrol Officers	65
Police, Fire, & Ambulance Dispatchers	111
Postal Service Mail Carriers	112
Preschool Teachers, Excluding Special Education	36
Production, Planning, & Expediting Clerks	113
Property, Real Estate,	
& Community Association Managers	14
Public Relations Specialists	48

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### R

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Real Estate Sales Agents	100
Receptionists & Information Clerks	110
Recreation Workers	89
Registered Nurses	52
Retail Salespersons	94
Roofers	128

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### S

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Sales Managers	4
Sales Reps, Wholesale & Manufacturing,	
Excl. Technical & Scientific Products	98
Sales Reps, Wholesale & Manufacturing,	
Technical & Scientific Products	97
Secondary School Teachers,	
Excl. Special & Vocational Education	40
Securities, Commodities, &	
Financial Services Sales Agents	96
Security Guards	66
Self-Enrichment Education Teachers	44
Sheet Metal Workers	129
Shipping, Receiving, & Traffic Clerks	114
Social & Human Service Assistants	30
Special Education Teachers, Middle School	42
Special Education Teachers, Primary School	41
Special Education Teachers, Secondary School	43
Speech-Language Pathologists	54

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### T

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Teacher Assistants	45
Telecommunications Line Installers & Repairers	136
Tellers	106
Training & Development Specialists	15
Transportation, Storage, & Distribution Managers	8
Truck Drivers, Heavy & Tractor-Trailer	150
Truck Drivers, Light or Deliver Services	151

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### V

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Vocational Education Teachers, Postsecondary	35
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### W

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Waiters & Waitresses	74
Welders, Cutters, Solderers, & Brazers	141
Writers & Authors	49